



UV-Vis-NIR BOOKING FORM

A. COSTUMER INFORMATION

1. Name : _____
2. Phone : _____ Email Add. : _____
3. School/Faculty/Company Address

4. Client Category : USM / IPTA/S / Fully or Semi GOV/ INDUSTRY
5. Status : BSc. / MSc. / PhD / Researcher / Others: _____

B. PAYMENT

1. Type of payment: Qform / PO / DO / / Cheque / Bank Transfer / Others: _____

C. FOR INTERNAL USM AND OTHERS IPTA/S USER (Optional)

1. Research Project/Grant Tittle

2. Account No. : _____
3. Expiry : ____/____/____

D. SAMPLES INFORMATION

No.	Total Number of Sample	Samples Type (Solid/Powder/Liquid/Thin Film/Others)	Sample Dimension (in cm)
1			
2			
3			

* As our guideline and references, **please attach short description of the sample and the expected results.** The text remains confidential unless agreed otherwise.

E. MODE OF OPERATION

No.	Scanning Mode (Transmission / Reflectance / Absorbance)	Scanning Range
1		
2		
3		
4		



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 Prove of Payment.
2. Please email this form to **fadhirul@usm.my**

F. FOR INTERNAL USE

Endorsed by:

Approved by:

**Microscopy Laboratory Coordinator
SERC**

Date: __/__/__

**Director
SERC**

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.