



Reference No. :

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

**BOOKING FORM RAMAN SPECTROSCOPY**

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  Biological
13. No. of Samples: \_\_\_\_\_
14. Sample Type:  Solid  Powder  Membrane
15. Are the samples:  Pathogenic  Magnetic  Toxic  Radioactive  
Other : \_\_\_\_\_

*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**  
**SPECTROSCOPY LAB**  
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 :*  
*Mr. Muhammad Fakhirul Izwan, Research Officer*  
*Spectroscopy Lab*  
*Email : [fakhirul@usm.my](mailto:fakhirul@usm.my)*  
*Tel : 04-599 6644 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 spectroscopy lab.   |