

CLMC-CHESS: CLMC HIGH-END SERVICES AND SUPPORT

BORANG PERMOHONAN ANALISIS SAMPEL / SAMPLE ANALYSIS REQUEST FORM

1. Sila lengkapkan Borang Permohonan untuk perkhidmatan analisis / Please fill in the Request Form for analytical services.
2. Sila rujuk lampiran untuk senarai harga, terma dan syarat / Please refer to the attachment for price list, terms and conditions.
3. Borang yang telah lengkap diisi perlu di e-mel ke clmc@unisza.edu.my. / Please send the complete form to clmc@unisza.edu.my.
4. Semasa penghantaran sampel, sila bawa Borang Permohonan asal atau Bukti Pembayaran untuk rujukan pegawai. Please bring the original Request Form or Payment Receipt for Officer's reference.
5. Sampel yang telah siap dianalisis perlu diambil semula atau akan dilupuskan jika tidak dituntut lebih dari 2minggu. Samples need to be collected after respective analysis or will be disposed of after 2 weeks.

A. Maklumat Pemohon / Applicant Information

Nama / Name			
Nombor Matrik / Matric Number			
Alamat / Address			
Nombor Telefon / Telephone No.		E-mel / Email	
Kategori / Category (Sila Tanda/ Please Tick)	Prasiswazah / Undergraduate	Kakitangan UniZA / UniZA Staff	
	Sarjana / Master	Kakitangan Kerajaan/Government Staff	
	Doktor Falsafah / PhD	Kakitangan Swasta/Private Staff	

B. Maklumat Analisis/ Analysis Information *Satu jenis instrumen sahaja / One instrument type only

No.	Kod Analisis/ Analysis Code	Bilangan / No. of Sample	Keterangan Sampel / Sample Details (Method, temperature, etc.)	Kos/cost
Jumlah kos analisis /Total analysis Cost (RM):				

C. Pengesahan/ Acknowledgement

Tandatangan pemohon / Applicant Signature:	Tandatangan Ketua Projek & Cop Rasmi / Project Leader Signature & Official Stamp: Tarikh / Date:
Kod Peruntukan (Pengguna UniZA) / Project Code (UniZA User):	

D. Penerimaan/ Approval (Kegunaan Pejabat/ Office Use)

Permohonan ini / The application is :- Diterima (Approved) / Ditolak (Rejected)	Tandatangan Pegawai Bertanggungjawab & Cop Rasmi / Officer in charge Signature & Official Stamp: Tarikh / Date:
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Lampiran 1 / Appendix 1

SENARAI HARGA ANALISIS CHESS-CLMC/ CHESS-CLMC ANALYSIS PRICE LIST

INSTRUMEN / INSTRUMENT	KOD ANALISIS/ ANALYSIS CODE	JENIS ANALISIS/ TYPE OF ANALYSIS	HARGA / PRICE (RM)		
			UniSZA	GOVERNMENT	PRIVATE
DSC Differential Scanning Calorimeter	DSC 01	DSC Analysis	60	80	120
FESEM Field Emission Scanning Electron Microscope	FESEM 01	Surface Imaging	150	225	300
	FESEM 02	Surface Imaging + EDX Analysis	225	300	315
	FESEM 03	EDX Analysis	120	165	180
	FESEM 04	Surface Imaging (Express Booking)	250	325	400
	FESEM 05	Surface Imaging + EDX Analysis (Express Booking)	325	400	415
	FESEM 06	EDX Analysis (Express Booking)	220	265	280
FTIR Fourier Transform Infrared Spectrometer	FTIR 01	ATR - Attenuated Total Reflection Method	15	25	40
	FTIR 02	KbR - Potassium Bromide Method	30	50	80
Sputter Coater	SPC 01	Sputter deposition process to cover a specimen with a thin layer of metal.	44	68	68
CPD Crytical Point Dryer	CPD 01	Sample Drying by CPD	30	35	35
STA Simultaneous Thermal Analyzer	STA 01	TGA Analysis	43	66	66
GC-MS (Level 1) Gas Chromatography Mass Spectrometer	GC 01	GC-MS (Liquid Injection)	80	120	140
	GC 02	GC-MS (Liquid Injection) -express booking	120	150	200
HPLC (Level 1) High-Performance Liquid Chromatography Spectrometer	HPLC 01	HPLC (Liquid Injection)	50	100	150
ICP-OES (Level 1) Inductively Coupled Plasma Optical Emission Spectroscopy	ICP 01	Elemental Analysis (10 elements)	80	150	200
	ICP 02	Microwave Digestion	30	50	100



ACCEPTANCE AND REJECTION CRITERIA			
SERVICES/ FACILITIES	SAMPLE CRITERIA	YES (√)	NO (√)
Field Emission Scanning Electron Microscope (FESEM)	Sample size: Very minimal (solid or semi-solid ESEM)		
	For charging/live sample can proceed with sample preparation (gold coating/chemical treatment)		
Energy-Dispersive X-ray (EDX)	Sample size: Very minimal (solid or semi-solid ESEM)		
	Detection limit: Depend on element, KV and LLD		
Critical Point Drying (CPD)	Prepare sample in 4% glutaraldehyde solution		
	Minimum size: 2mm x 2mm (biology sample) and 10mm x 10mm (solid sample)		
	Sample is dissolved in pure acetone solution		
Sputter Coater	Mounted or fit on aluminum stub		
Fourier Transform infrared Spectroscopy (FTIR)	About 5 to 20 mg samples. Sample types, including liquids and solids for ATR method.		
	About 5 to 20 mg of finely ground sample for KBr method.		
ICP-OES	Aqueous solution		
	Blank Solution: Deionized/Ultrapur water; < 5% acid		
	Well dissolved		
	Not dye, starch, ink		
	Low concentration of sodium (Na) content		
	Samples for digestion SHOULD BE handled over in dried and powdered form.		
GCMS	Volatile compounds must have boiling points below 280°C		
	If unknown concentration, prepare in 3 types of concentration as below: 2 ppm/5 ppm/10 ppm .		
	All samples completely dissolved in solvent preferably acetone or dichloromethane. Strictly NO CHLOROFORM		
	Provide method or parameter		
	Sample volume must be between 0.5 - 1.5ml		
	Prepare in the appropriate GCMS vial		
	GCMS/MS - SIM Provide standard solution At least 3 different standard concentrations for standard curve		
	GCMS/MS - Direct Probe Pure sample Homogeneous powder Maximum boiling point 400°C		
	Please clarify the sample, solution and method used		
	Please attached analysis method(s) chromatography/spectra		
HPLC	Oily and polymer sample are NOT ALLOWED		
	Filter sample with 45-micron PTFE filter and prepare into your own vial		
	Please be ensure the MINIMUM SAMPLE VOLUME REQUIRED 0.5 to 1mL PER VIAL or USE INSERTER FOR SMALL VOLUME		
	Packaging; SAMPLE SHOULD BE FILLED IN 2mL VIALS AND READY FOR INJECTION		
	All mobile phase, sample and standard must be filtered		
	Any relatively high concentration of the samples will be made further dilution upon discussion between client and person in-charge		
	Column provided as stated in this form, otherwise user should provide your own specific column		
	Bring along your own solvent/buffer (at least HPLC grade). DO NOT USE: Non polar solvent Non-volatile buffer Trifluoroacetic acid		



TERMA DAN SYARAT

1. **Dokumentasi:** Sila serahkan Borang Permohonan Analisis ini bersama-sama bukti pembayaran (Pindahan Wang Dalam/Pesanan Belian/slip pindahan dalam talian) sebelum menempah slot atau analisis. Untuk geran UniSZA, sekiranya fakulti anda memproses pembayaran, sila berikan salinan surat perpindahan untuk rekod kami. Selain itu, sila lampirkan dokumen tambahan seperti yang diperlukan dalam Kriteria Penerimaan/Penolakan atau seperti yang diterangkan dalam Bahagian Maklumat Pelanggan.
2. **Syarat Pembayaran:** Pindahan wang hendaklah dibuat kepada:-

BENDAHARI UniSZA

Bank : Bank Islam Malaysia Bhd

No. akaun/Account no : 130 170 100 823 94

Rujukan/Reference : PC Code XXXX

*pembayaran Pesanan Belian perlu dibayar 30 hari selepas tarikh invoice. Semua syarat pembayaran adalah 00% atas persetujuan dan sah selama satu (1) tahun dari tarikh penyerahan.

3. **Caj:** Semua kadar caj hanya sah untuk sekali analisis sahaja. Jika mana-mana analisis atau sub-analisis perlu diulang untuk sebarang keadaan (selain daripada kesilapan makmal), caj baharu akan dikenakan.
4. **Sample:** Make sure all samples are in an appropriate container with proper label before hand-in to the laboratory personnel and please collect your sample within 30 days after the report date otherwise it will be disposed by following the disposal guidelines. We will not liable for any violation regulation by customer.
5. **Delivery date:** The laboratory will deliver the analysis result along with the test report within 15 working days (or more, with agreement by both parties) calculated upon receiving this form with proof of payment.
6. **Cancellation/Rejection:** Cancellation can be requested but no refund will be provided for any payment that has been made without getting any consultation from respective laboratory personnel and the laboratory personnel has the rights to reject any samples that failed to follow the Acceptance/Rejection Criteria.
7. The laboratory reserves the right to change these terms and conditions at any time without prior notice.

TERMS AND CONDITIONS

1. **Documentation:** Please submit this Analysis Request Form together with proof of payment (Internal Money Transfer/Purchase Order/ online transfer slip) before booking a slot or analysis. For UniSZA grant, if your faculty process the payment, kindly give a copy of transfer letter for our records. Besides, please attached the supplemental documents as requisitioned in Acceptance/Rejection Criteria or as described in Customer Information Section.
2. **Payment terms:** Internal Money Transfer shall be made to

BENDAHARI UniSZA

Bank : Bank Islam Malaysia Bhd

No. akaun/Account no : 130 170 100 823 94

Rujukan/Reference : PC Code I1056-0011

*payment of Purchase Order is due 30 days after the invoice date. All payment terms is 00% upon agreement and valid for one (1) year from date of submission.

3. **Charges:** All charging rate is valid only for one-time analysis. If any analysis or sub-analysis needs to be repeated for any circumstances (other than laboratory's mistakes), new charges will be incurred.
4. **Sampel:** Pastikan semua sampel berada di dalam bekas yang sesuai dengan label yang betul sebelum diserahkan kepada kakitangan makmal dan sila ambil sampel anda dalam tempoh 30 hari selepas tarikh laporan, jika tidak ia akan dilupuskan dengan mengikut garis panduan pelupusan. Kami tidak akan bertanggungjawab untuk sebarang pelanggaran peraturan oleh pelanggan.
5. **Tarikh penghantaran:** Makmal akan menyampaikan keputusan analisis bersama-sama dengan laporan ujian dalam tempoh 15 hari bekerja (atau lebih, dengan persetujuan kedua-dua pihak) dikira selepas menerima borang ini dengan bukti pembayaran.
6. **Pembatalan/Penolakan:** Pembatalan boleh diminta tetapi tiada bayaran balik akan diberikan untuk sebarang bayaran yang telah dibuat tanpa mendapat sebarang rundingan daripada kakitangan makmal masing-masing dan kakitangan makmal berhak menolak mana-mana sampel yang gagal mengikut kriteria Penerimaan/Penolakan.
7. Makmal berhak untuk menukar terma dan syarat ini pada bila-bila masa tanpa notis terlebih dahulu.



CARTA ALIR PENGHANTARAN SAMPEL KEPADA CLMC-CHESS

