

For SEM/EDX Booking, please download the MS WORD DOC form at <http://tinyurl.com/bwmdyf9> and fill in digitally, and send the **filled MS WORD DOC form** to Dr. Dedy Wicaksono at dedy.wicaksono@biomedical.utm.my

Please provide the following data (**incomplete data will result in rejection of the application, and revision will be considered as new application**):

1. Department, Faculty & Institution and Address
2. Supervisor Name, Phone Number and Email address
3. Student/User Name
4. Student/User Matric Number
5. ID Card/Passport Number
6. Project Type (e.g. PBL, FYP, Master, PhD)
7. VOT Number (not necessary for Undergraduate projects)
8. Student/User's Phone Number and Email Address
9. **Operator Name** (the person who will actually operate the SEM)
For updated list of authorised operators, please look at: <http://tinyurl.com/bq46xdb>
10. Desired Characterization (e.g. imaging and/or EDX)
11. Number of Samples
12. Type of Sample (e.g. Material type)
13. **Preparation Method**, i.e. how is your sample cut and will be attached to the SEM stub; is it charging? If yes, then how would you prepare it to reduce charging, etc.
14. Intended Day, Date and Time of using the SEM
For current schedule, please look at: <http://tinyurl.com/c8qsxp4>
15. Supervisor's Approval (Just write name at the Supervisor consent column, but Supervisor really needs to acknowledge the booking, especially related to the use of Supervisor's VOT No.). During the session, the user must bring the hard-copy of the filled form with supervisor's signature.

Terms and Rules:

1. Booking must be carried out at least **1 week (7 days) before** the using date & time, unless when there is empty slot due to some cancellation.
2. A single user has a maximum of **2 hours per day per booking**.
3. Cancellation is at the latest done 2 working days before the booked usage date. For any cancellation done afterwards, the user will be charged 50% of the actual characterisation rate.
4. Operator should be those who have permission/authorisation from the Head of Microscopy Lab to operate the SEM. Operator will have the full responsibility of

- good operational use of the SEM. Improper use of the SEM by the operator will cause banning of the operator from using the SEM in the future.
5. User and operator need to fill in proper information about their SEM usage into the log book (hard copy, next to the SEM) and the Excel Log sheet (in the hard drive)
 6. Characterisation charge rate:
 - a. Undergraduate projects (PBL, FYP): free of charge
 - b. FBME staffs/postgraduate projects: Imaging RM 30.00/sample; (SEM+EDX) RM 45.00/sample
 - c. Non-FBME UTM staffs/postgraduate students: Imaging RM 50.00/sample; (SEM+EDX) RM 75.00/sample
 - d. Non UTM: RM 150.00/sample; EDX RM 150.00/sample

5th March 2013

Drafted by

Checked by

Approved by

Microscopy Lab.

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This document link: <http://tinyurl.com/d34hn56>