FESEM & VPSEM BOOKING FORM

General Rules and Requirement:
1. Complete the application form.
2. In case of cancellation of booking, staff must be informed 24 hours or more in advance. Failure to arrive for a booking will be treated as no-show, and full payment with respect to the booking will be charged.
3. Please bring your own CD-R/RW to copy your data. Any USB drivers are not allowed to be used.
4. Monash has the right to cancel any analysis if the sample is suspected to have high risk on the safety of the operator or can cause damage to the instrument during the analysis.
5. All inquiries should be forwarded to Mr. Afiq Anwar via email afiq.anwar@monash.edu or Ext: 03-5514 5649.

1. APPLICANT'S INFORMATION

Name of Applicant

<table>
<thead>
<tr>
<th>Status of Applicant (for internal user only)</th>
<th>Undergraduate</th>
<th>Master/PhD</th>
<th>Monash Staff</th>
</tr>
</thead>
</table>

School / Faculty / Discipline / Department / Organization (please provide full address)

Student ID No.

Quotation number (for external user only)

Test report (for external user only) YES NO

Date of sample submission

Sample recovery YES NO

Handphone No

Email

Booking Date

Time

2. SAMPLE INFORMATION

Type of Samples

<table>
<thead>
<tr>
<th>Powder</th>
<th>Thin film/Glass</th>
<th>Biological</th>
<th>Polymeric</th>
</tr>
</thead>
</table>

Sample's Compound

Area

Surface Cross-section

Voltage (kV)

Chemical Formula (for EDX)

No Sample Magnification Analysis Type Sputter Coating Unit Price (RM) Total:

1

2

3

4

5

* mapping/point

3. DECLARATION

Name of Supervisor/PI

Staff ID No.

School / Faculty / Discipline / Department / Organization

Email

Payment Type Grant / PO / Cash / Online Banking

Grant/PO Number:

We hereby declare that all information provided are true and authorize payment for services to be performed.

Applicant's Signature

Supervisor's Signature

*Submit the completed application form (SOFT COPY) to the technical personnel in-charge for booking.
## 4. ADMINISTRATION USE ONLY

<table>
<thead>
<tr>
<th>Applicant’s status:</th>
<th>Approved</th>
<th>Not Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## 5. In House QC Checklist (to be filled by technical officer)

<table>
<thead>
<tr>
<th>Sample condition</th>
<th>Checkbox</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample weight &gt; 0.05g</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Sample thin film/powder size (&lt; 2cm x 2cm x 2cm)</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Sample material hazardous</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Sample is dry</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Conductive sample</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Require Sputter coater (Pt/Au)</td>
<td>YES/NO</td>
<td></td>
</tr>
</tbody>
</table>