

ELECTRON MICROSCOPY UNIT (FE-SEM & VP-SEM) BOOKING FORM

General Rules and Requirement:

1. Booking procedure
 - a. Complete the application form including valid research grant number
 - b. Submit the completed application form (HARDCOPY) to the technical personnel in-charge **BEFORE** analysis
 - c. **MAXIMUM NUMBER OF SAMPLES : 5 SAMPLES PER BOOKING**
2. Sample Condition & Preparation
 - a. Samples preparation need to be done by applicant before submission
 - b. 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
 - c. All inquiries regarding microscopy instrument should be forwarded to Mr Azarudin Ahmad via email azarudin.ahmad@monash.edu or Ext: 03-5514 5649

1. USER'S INFORMATION					
Name of User					
Status of User	Internal	Undergraduate	Master / PhD		Monash staff
	External	Government	Private		Others
Student ID No. (if applicable)	School / Faculty/ Discipline/ Department/ Organization				
Hand Phone No.	Email				
Booking Date:	Time:		Signature:		
2. SUPERVISOR'S DETAILS (if applicable)					
Name of Supervisor /PI	Monash Staff ID No.				
School / Faculty/ Discipline/ Department/ Organization	Email				
External grant scheme	Account Code				
I hereby declare that all information provided is true and authorize payment for services to be performed					
SUPERVISOR / PI SIGNATURE					

3. SAMPLE INFORMATION					
Chemical Formula	Type of samples				
FE-SEM <i>*Please put the number of samples in the box beside type of analysis.</i>	FESEM Imaging		<i>*this space is for administration use only. Do not write anything.</i>		
	STEM Imaging				
	FESEM + STEM Imaging				
	FESEM Imaging + EDX point analysis				
	FESEM Imaging + EDX mapping analysis				
	FESEM + STEM imaging + EDX spectrum analysis				
VP-SEM	SEM Imaging				
Sample preparations	<input type="checkbox"/> Sputter coating (Gold/platinum)		<input type="checkbox"/> Ultramicrotome		
4. ADMINISTRATION USE ONLY					
Received Date	Staff Name				
Comments (if any)	Signature				