**IEM SEM-EDS ANALYSIS/ TEST REQUEST FORM**

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| **CIF Control No.:** |

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| **USER INFORMATION** (Please fill out ALL information) |
| Name of Faculty/Manager  Principal Investigator: |  | Contact No.: |  |
| E-mail Address: |  |
| Name of Student/Requestor  Researcher: |  | Contact No.: |  |
| E-mail Address: |  |
| Institution/Organization/Company: |  |
| Address: |  |
| **SAMPLE INFORMATION** (Please fill out ALL information)  |
| 1. Nature of the sample:  **Conductive non-conductive** *Coating may be necessary for a specific material to get satisfactory imaging, please check if you will allow for this condition and will shoulder additional costs. The cost depends on the requestor and sample.* **No Yes**  *If NO, see NOTES 4* | 4. Electro Static Discharge Sensitive (ESD)  **No Yes***Note: Conductive coating may be necessary for sensitive devices to protect the material or device.*  |
| 3. Sample Dimension in *mm* (*L x W x H) or (dia. x thick.)* *See NOTES 5* | 5. Rush sample (~1.5 days @1 image): Normal lead time for 5 samples @ 1-2 working days. 5-20 samples @ 2-4 days. Above 20 samples with EDS @ 5 days.*Working days EXCLUDE Sat/Sun, school declared NO work/classes and Public Holidays.* **No Yes** * *Rush analysis is charged an additional + 70% of analysis cost,*
* *Samples with 20pieces or more- it would be charged +100%.*
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| **ANALYSIS REQUEST** (Please fill out ALL information)  |
| Date of Submission/Shipped: |  | How many images are required?  |  |
| Date sample arrived in IEM: |  | Target magnification  |  |
| Sample name / code:  |  | EDS requirement | **No Yes**  |
| Special handling instructions: |  | IF YES to EDS, please. choose | **Point**  **Mapping**  |
|  **REQUIRED:** Please draw or insert a photo of the area/ point in which you wish to take an image or analyze it; add an extra sheet if necessary. *See NOTES 3* |
| **NOTES: PLEASE READ CAREFULLY**1. One (1) analysis = 1 image; the sample can have many analyses, so please specify the region of interest (ROI). Cost charging is PER IMAGE.
2. CIF-IEM will inspect the samples and take photos, if necessary, before performing any analysis to record their condition. If it finds the example unsuitable for analysis, IEM will inform the requestor to send a new sample at the requestor's expense. CIF IEM is not liable for any damages incurred during shipment to CIF.
3. If the region of interest is NOT SPECIFIED, IEM will select the area; otherwise, any additional unspecified site or not agreed upon will be BILLED SEPARATELY.
4. Non- conductive samples may need conductive coating to get a better image and prevent charging up of samples which may cause the absence of images; if the requestor elects no coating, then IEM reserves the right to select the best image setting and still charge the requestor for the services rendered- satisfied or not.
5. The sample dimension ideally should not be more than 5mm thickness or height (based on orientation) so that it will fit in the chamber. If the sample is too large and (2) is not specified, IEM reserves the right to cut the sample and get a portion necessary for the analysis.
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| **TERMS AND CONDITIONS** |
| I understand and agree to the following: 1. I have read the "NOTES" carefully and fully AGREE with its contents.
2. I will be billed according to the agreed cost with IEM, and analysis will commence upon payment of the agreed price.
3. The requested images will be sent via e-mail in .jpg, .bmp, or pdf format (for EDS report).
4. The IEM Laboratory does not provide an interpretation of the EDS results and the SEM images. It is free from any liabilities if third parties use it for purposes other than intended.
5. The raw and processed electronic data files will be automatically deleted after 2 months from the date of release of an analysis.
6. Submitted samples must be retrieved within 8 working days after the e-mail release of the results. All samples not claimed after this period will be disposed of accordingly.
7. If I wish to have my sample returned by shipment or courier, I will shoulder all the expenses. The DLSU IEM Laboratory will not be held liable for the sample degradation breakage during re-packaging and shipment.
8. Any papers for publication using the DLSU IEM should acknowledge the **DLSU CIF-IEM Facility.**
9. If the client requests an **online live analysis,** **a fixed charge of 500 Php** for the first hour will be charged to the client. The cost charging will start when the client sees a sample in the SEM screen ready for magnified imaging.

Signature over printed name/ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Student/Researcher/ Requestor Faculty/Principal Investigator/ Manager**  |
| **TO BE FILLED-UP BY THE CIF-IEM PERSONNEL ONLY**  |
| Analysis Date: |  | Contract no. (bulk submission only)  |  |
| Processed / Received by: |  | Total Cost (PHP): |  |
| Release Date of Results: |  | OR Number: |  |
| **Results released by:** |  | **Date of release:** |  |