



## XRD SAMPLE SUBMISSION FORM

<b>NAME:</b> <input type="text"/>	<b>For Office Use Only</b>
<b>DESIGNATION:</b> <input type="text"/>	<b>Reference No.</b> <input type="text"/>
<b>ADDRESS:</b> <input type="text"/>	<b>DATE:</b> / /
<b>TEL. / MOBILE NO.:</b> <input type="text"/>	<b>EMAIL:</b> <input type="text"/>
<b>CODE OF SAMPLES:</b> <input type="text"/>	
<b>SAMPLES NATURE:</b> <input type="checkbox"/> Solid Sample (Diameter (5-20mm) Thickness 2mm Flat surface)	
<input type="checkbox"/> Normal Sample Fine Powder (700mg)	
<input type="checkbox"/> Capillary Tube Fine Powder (15mg)	
<b>2<math>\theta</math> (3-150 <math>\theta</math>):</b> <b>START</b> <input type="text"/>	<b>END</b> <input type="text"/>
<b>ROTATION:</b> <input type="checkbox"/> 0 <input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> 120	
<b>LIGHT-SENSITIVE:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>SAMPLE RETURN:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>INVESTIGATOR SIGNATURE</b> <input type="text"/>	<b>DATED:</b> / /

### GUIDELINES FOR SAMPLE SUBMISSION FORM (XRD)

- All samples must be submitted with sample submission form. This should be typed, not hand written. Please fill out 1 Sample Request Form for each sample and provide enough sample for acquisition.
- All sample containers must be sealed or taped.
- Clearly label all samples on container.
- All samples must be dropped off in a bag, and grouped accordingly. They are then to be stapled to the appropriate form. Multiple Samples may be in same bag.
- The form must include a typed sample list, your details, as well as a short description of the sample (sample type; sample matrix, if applicable; e.g. natural sample, synthesized, etc.).
- The samples will be stored for a maximum of 3 months in our laboratory.
- For non-(KSU), we will shortly put in place a new service that will allow us to ship your samples back to you at the cost of the normal surface mail, air mail, or via courier (using DHL). If you wish to have your samples returned to you, please inform us so we can arrange appropriate shipping.
- After the 3 months period we will dispose of the samples.
- XRD analysis typically has a usual turnaround time of 2 weeks, although large samples batches (>20 samples) may take a bit longer. All samples will stay in the order of the submission queue (1st come 1st served).
- All students take responsibility to ensure the approval of their supervisor before submitting any samples for analysis.