



**Bangladesh Council of Scientific and Industrial Research (BCSIR)**  
**Institute of Glass and Ceramic Research and Testing (IGCRT)**

**Requisition Form for XPS Analysis**

(Please provide clean, dried, moisture free sample in air tight packet,  
Sample size for XPS analysis: around 5mm×5mm, 1-2mm thickness  
and for UPS analysis: 20mm×20mm, 1-2mm thickness)

**Precautions:** Samples must be clean and dry. It must not be outgassing in nature. Any material which is volatile or smelly or which may evaporate in a vacuum chamber must be avoided.

For example, samples containing Sulphur, Iodine, metallic Zinc, etc., may cause contamination.

1. Category of Requisition (Please tick):	a) R&D project of BCSIR	b) Analytical Service		
2. Number of Samples with Identification Marks:				
3. Composition of the sample:				
4. Category of the Sample (Please tick):	a) Pellet	b) Thin Film	c) Powder- Drop casted	
5. Types of analysis (Please tick):	a) XPS	b) Mapping	c) Depth Profiling	d) XPS + UPS
6. Elements to analyze:				
7. Anything Special:				
8. Special Instructions for operator for Hazardous sample (if any):				
9. Organic/polymer contents in the sample (Yes/No): (Confirmation by FTIR and TG)				
10. Is it a calcined sample? If yes, what is the calcination temperature?				
11. Purpose of the investigation:				
12. Name of the R&D project with duration (applicable for BCSIR):				
13. Name of the Division:				
14. Name of the Unit of BCSIR:				
15. Name of the Applicant:				
16. Designation of the Applicant:				
17. Phone No. of the Applicant:				
18. Email address of the Applicant:				
19. How will the related scientists and IGCR, BCSIR be acknowledged? (Please tick): (Not applicable for Analytical Services)	a) By acknowledging in the research publications (for maximum 02 samples) b) By acknowledging as co-authors in the research publications (for maximum 05 samples) c) By including in the R&D officially as research associates (for more than 05 samples).			
----- Signature of the Applicant (with date)	----- Signature of the Director of related unit (with date)	----- Signature of the Director, IGCR (with date)		
<b>For Office Use Only:</b>				
			----- Signature of the Project Director, IGCR Sample Receiving Date:	
Marked To (Scientist):				
Completed By:				
Completed On:				