## Procedure for card access application

- Download the card access form
  Please read the instructions on
- Please read the instructions on the form carefully
- Incomplete forms will not be processed
- Ensure you have completed the minimum training as indicated in the instructions
- Submit the training records to <u>chmja@nus.edu.sg</u>
- Ensure you have indicated the locations you need to access
- Indicate the dates you require access
- (The Department of Chemistry reserves the rights to reject any applications where the dates are indicated
- incorrectly)
  Request approval from your supervisor
- Submit the form to the Department of Chemistry admin office.
- You may leave the form in the safety coordinators mailbox (pigeon hole)



- The form needs to be approved and the card needs to be activated first
- Please be patient
- Once access has been provided, the department will email you

- MD1 Level 5/14/17 Access Form
- MD1 Level 1, 2, 3 Access Form
  - MD1 Level 1,2,3 Access Form for NUS Staff/Students
  - MD1 Level 1,2,3 Access Form for Visitors