

## Glass Badge will expire on 31<sup>st</sup> March 2014

20<sup>th</sup> February 2014

Since J-PARC Users are registered as radiation workers each Japanese fiscal year (from April to March) at J-PARC, their registration will **expire on 31<sup>st</sup> March 2014**. And Current Glass badge must be **returned to Users Office by 31<sup>st</sup> March**.

For registration from April of 2014, please read below;

### Glass Badge registration <Case 1>

#### [Users who are currently using the Glass Badge and visit J-PARC in April]

#### 1. Send e-mail

Please e-mail Users Office by **17th March (Mon)**.

E-mail: [j-uo@ml.j-parc.jp](mailto:j-uo@ml.j-parc.jp) Title: "2014 Glass Badge application"

- ① Your name, ② Affiliation ③ The preferred date for watching DVD Safety course (about 40 minutes) should be noted in the mail.

#### 2. Watch Safety course DVD and submit the registration form for renewal

<Implementation period: from 1st of April (Tue) to 30th of April (Wed)>

After attending the "Safety course", issuance of new Glass Badge is available. Send/bring "Radiation Worker Registration Form for Renewal (Japanese Fiscal Year 2014) [[Excel](#) / [PDF](#)]" to J-PARC Users Office.

\* Glass Badge will be revoked if you fail either to submit the form by 30th of April or to attend the safety course.

### Glass Badge registration <Case 2>

#### [New users who wish to visit J-PARC in April]

**How to apply:** Submit the form "Radiation Worker Registration Form (Japanese Fiscal Year 2014)" by **17th March (Mon)**.

**How to download the form:** Log in to the User Support System and go to left side of menu. Click [Administrative Procedures for Visiting KEK/J-PARC] and [1. Administration relating to your visit], then find the form.

\*If the form submission missed the deadline, Glass Badge issue will be delayed.

### Glass Badge registration <Case 3>

#### [New users or Users who are currently using the Glass Badge and visit J-PARC in May]

Submit the new form "Radiation Worker Registration Form (Japanese Fiscal Year 2014)". The new form is downloadable via User Support System. The old form cannot be acceptable.

### <For reference>

User Support System:

Go to Users Office Web ([http://is.j-parc.jp/uo/index\\_e.html](http://is.j-parc.jp/uo/index_e.html)) and click [User Registration / Visiting Application]

Radiation worker registration: [http://is.j-parc.jp/uo/page\\_eng/exp/radiation\\_e.html](http://is.j-parc.jp/uo/page_eng/exp/radiation_e.html)

J-PARC Center Users Office

TEL: 029-284-3398 / FAX: 029-284-3286

E-mail: [j-uo@ml.j-parc.jp](mailto:j-uo@ml.j-parc.jp)