

Annual Renewal procedures

* * February 2020 J-PARC Users Office

Annual renewal procedure start from Monday, 15th February 2021.

Update is required for following registration.

■ **User Support System** --- Activate your page for use in new fiscal year. <http://is.j-parc.jp/uo/en/UserRegistration.pdf>

■ **Radiation Registration** --- Update Procedures to renew registration start from Monday, 15th February. Deadline on Friday 19th March.

[Information: Changed from JFY 2021](#)

✓ Users who have used a J-PARC dosimeter last fiscal year are eligible for [Update Procedure](#).
Make sure that in order to be prepared new OSL badge in the end of March (at the time of periodic replacement), following two procedures are required by applicant.

1. Submit **Application form to visit J-PARC** (visiting from April) by mid of March.
2. Submit **Radiation Worker Registration Form** by the end of April.

Other than above, submit the filled form to the Users Office by e-mail no later than 2 weeks prior before starting work at J-PARC.

■ **J-PARC Card (key card for experiment facilities and Research building)**

Submit application form of J-PARC Card, a card key for experiment facilities and Research building. All registrations will end at the end of March 31 2021 in general, excepting who applied to continue.

In general, issuing process usually takes about 1 week from application confirmed.

Application for continuous use in JFY2021 deadline on March 19th (Fri).

How to submit Application form to visit J-PARC, Visit Proposal and J-PARC card key http://is.j-parc.jp/uo/en/applicationform_online.pdf

■ **Safety Training (General, Facility and Radiation Safety)** --- Booking <http://is.j-parc.jp/uo/en/safetytraining.pdf>

(In addition to above, other applications are also required.)

■ **Application form to visit J-PARC, Visit proposal** --- by 2 weeks prior to visiting date

■ **User ID card for JFY 2021** --- Receive (change) your ID card ASAP in April. Changing the id holder. Procedures upon arrival at J-PARC <http://is.j-parc.jp/uo/en/uponarrival.pdf>

■ **Update vehicle permission pass** --- Check for damage of plate and sucker and if you find, ask UO to change to new tags.

■ **Bike, PHS phone, IQBRC key and KEK card key** --- Update the rental-period at UO.

✓ **Periodic replacement of OSL badge (Dosimeter)** (Only for who have done update procedure.)

Please visit UO between **Tuesday, 30th March and Wednesday, 31th March** to change your OSL badge for Regular dosimetry. For users who do not apply for update procedure must return OSL badge by 31th March. If the experiment end late at night, please bring until 10:00am on April 1.

Change points from JFY 2021

Below are the changes

1. Signature is not necessary from head of division, affiliation and radiation control officer. Submit the filled form by e-mail.
2. Users who have used a J-PARC dosimeter last fiscal year are eligible to apply for **Update Procedure**. Format for Update Procedure is different from regular format.

Users who have registered J-PARC radiation registration (used a J-PARC dosimeter) previous fiscal year, can apply for **Update procedure**.

Both of attending J-PARC radiation safety training and submitting of application form are the requirements for J-PARC radiation registration. If it's not met the requirements, such as either one of above requirements or registration was done over 2 years ago, please follow to registration for new users. In case of changing institute/affiliation are applicable to update.

◆ How to download new application form

1. Login to [User Portal System](#)
2. Click [*Administrative Procedures for Visiting KEK/J-PARC*] > [*1.Administration relating to your visit*] > Next > *Administrative tasks*
3. Download *Radiation Worker Registration Form JFY 2021* (Choose format from Excel and PDF.)

There are two types of application form in one file;

- "Radiation Worker Registration Form (Form 2-1(b))" for NEW

- **"Radiation Worker Renew Registration Form (Form 2-1(d))" for RENEW**

Both types are combined in the download file, so please fill in the applicable form and submit only one.

◆ Guide for completing

1. Open the file and fill in as necessary.

- ✓ Applicants who have attended radiation safety training at J-PARC, use the format "Radiation Worker Renew Registration Form (Form 2-1(d))" which the exposure record and education training date are not required. (No entry form on the application.)
- ✓ Signatures (seals) of head of division, affiliation and radiation control officer is abolished.

entry example → <http://is.j-parc.jp/uo/en/radiation.pdf>

2. Submit the filled form to the Users Office by e-mail no later than 2 weeks prior before starting work at J-PARC. For security, please lock the file as appropriate.

Mail is also available. Print out with white size A4 paper and post to our mailing address (written in the last).

- ◆ **[IMPORTANT!]** Users who will update dosimeter in the end of March at periodic replacement and users who will visit J-PARC in April make sure to apply by the deadline. Read the [next page](#) for the detailed information.

Update Procedure to renew registration

This periodic replacement procedure is for users who continue to use a dosimeter to update at periodic replacement in the end of March and who will visit in April.

■ Applicable period

from **Monday, 15th February** to **Friday, 19th March**

■ Apply

Make sure that in order to be prepared new OSL badge in the end of March (at the time of periodic replacement), following two procedures are required by applicant (user).

1. Submit ***Application form to visit J-PARC*** (visiting from April) by 19th March.

Please make sure to fill in the remarks column to inform us that you really need a badge replacement (fill out as "I apply for update my OSL badge."). OSL badge will be replaced in the last two days in March. Please change your badge to new badge at Users Office.

2. Submit ***Radiation Worker Registration Form*** by 30th April.

Because it's the end and starting of Fiscal Year, most of Institute and their Administration Department are not ready to work for your document usually. Users Office place a moratorium on submitting Radiation Worker Registration Form. Attach a file to e-mail and send to j-uo@ml.j-parc.jp.

Other than above, please submit the filled form to the Users Office by e-mail no later than 2 weeks prior before starting work at J-PARC. Contact us if you are in a hurry.

J-PARC Users Office

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