

! Mandatory for those staying over JFY2023-JFY2024.

## ◆ Procedures to visit in JFY 2024 (April 2024-) ◆

Register your activity at J-PARC to visit on/after April 2024.

Procedures for JFY 2024 begin from Friday 16th February 2024 (Reiwa-6).

### 1. Update your User Support System

Registered activity is valid for a single FY. **Log in and activate/update your account for use in new FY at Administrative Procedures for Visiting J-PARC** (3. Annual Renewals or 2. Identify the purpose...)

- ▶ [Manual](#) | [Login J-PARC PORTAL users](#) ▶ [Login KEK User Support System users](#)

### 2. Radiation Registration (\*)

- Users who have obtained a J-PARC dosimeter in **JFY 2023** are eligible for update to next fiscal year.
- Please complete both of **renewal procedure 1 & 2 to use dosimeter from March to April continuously.**
  1. Submit '**Application form to visit J-PARC**' for visit in April **by 17th March.**
  2. Submit '**Radiation Worker UPDATE Registration Form**' **before visit.**
- Other than above, e.g. visiting is not yet decided, submit the filled form to the Users Office no later than 2 weeks prior starting experiment at J-PARC.

### Periodic replacement of J-PARC Dosimeter

**Only for person who have applied for renewal procedure (\*)**

Please visit UO between **Thursday, 28<sup>th</sup> March and Friday, 29<sup>th</sup> March** to change your dosimeter for Regular dosimetry.

If you did not apply for renewal, return your dosimeter **by 31st March.**

If the experiment is going to end late at night, please make sure to **return until 10:00am on 1st April!**

### 3. J-PARC Card (key card for experiment facilities and Research building)

- J-PARC card keys issued in JFY 2023 reset on 31 March 2024.
- Submit application 'J-PARC Card' again to continue using **from March to April**, except for MLF users.
- [How to submit \(pdf\)](#) by **15<sup>th</sup> March (Fri)**

### 4. Application form to visit J-PARC, Visit proposal [start on/after 1<sup>st</sup> April 2023]

- Long-term stayers are required to submit via system **by 15th March.** Generally, by 2 weeks before visit.

### 5. Safety Training (General, Facility and Radiation Safety) for JFY2023

- Long-term stayers are required to complete **by 5<sup>th</sup> April.** [Course, time and reservation details \(pdf\)](#)
- **Make sure to watch online videos on/after 1<sup>st</sup> April. Invalid if you watch during in March.**

### 6. J-PARC User ID card

- Long-term stayers are required to change your ID card ASAP **by 5<sup>th</sup> April.** Renew ID card holder.
- [Things to do when visiting at the first time in FY \(pdf\)](#)

===== In addition to above, following updates (7 & 8) are also required! =====

### 7. Vehicle permission pass (if you are a driver)

- Update registration at **No.5.** Check for damage of plate and sucker and if you find, change at UO.

### 8. Bike, PHS phone, AQBRC key and KEK card key (if you rented) --- Update the rental-period at UO.