

! Mandatory for those staying over JFY2022-JFY2023.

◆ **Beginning of procedures to visit in JFY 2023 (April 2023-)** ◆

Register your activity at J-PARC to visit on/after April 2023.

Procedures for JFY 2023 begin from Wednesday 15th February 2023 (Reiwa-5).

1. **Update your User Support System** < [Login](#) >

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

2. **Radiation Registration (*)**

- Users who have obtained a J-PARC dosimeter in JFY 2022 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 OSL badge (Dosimeter)

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

Please visit UO between **Thursday, 30th March and Friday, 31st March** to change your OSL badge for Regular dosimetry.

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

If the experiment is going to end late at night, please make sure to **return until 10:00am on 3rd April!**

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

- J-PARC card keys issued in JFY 2022 reset on 31 March 2023.
- Submit application 'J-PARC Card' again to continue using **from March to April,** except for MLF users.
- [How to submit \(pdf\)](#) by 17th March (Fri)

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

- Long-term stayers are required to [submit via system](#) **by 17th 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 7th April.** [Course, time and reservation details \(pdf\)](#)
- **Make sure to watch online videos on/after 1st April.** Invalid when you watch until 31st March.

6. **J-PARC User ID card**

- Long-term stayers are required to change your ID card ASAP **by 7th 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, IQBRC key and KEK card key** (if you rented) --- Update the rental-period at UO.