

## Entering J-PARC site (more than 31 days)

Issued on 28<sup>th</sup> April 2015

Concerning the procedures for the Users who stay long term, we would like to inform the change started from Japanese Fiscal Year 2015 as below.

For long-term admission applications (31 days or more) after 2015, we will respond as follows. Thank you for your cooperation.

Please see the following for the application method and confirmation of admission during the year starting this year.

### 1. Apply

Users are requested to submit the "Application form to visit J-PARC" from the User Support System.

The maximum period of admission that you can apply for is until the end of the relevant fiscal year.

The staff in charge of acceptance should notify J-PARC Users Office by e-mail that the user is scheduled to enter the facility during the period at the same frequency as the staff and the reason (work content, etc.).

### 2. The user will perform the following procedures at Users Office on the first day of admission of the Fiscal Year.

- Please take safety education.
- Please receive the necessary items such as User ID card. (The ID card must be managed and owned by the person himself / herself during the admission period.)

### 3. Confirmation during the period of enrollment of users

Please do the following two points during the period of admission. Or, please hand over the user ID card every time you enter at the office every day, during business hours at Users Office.

#### ① Present your ID card

Please come to the J-PARC Users Office and present your user ID card at the end of each month.

The Users Office staff will confirm the identity and possession of the ID card.

#### ② Declaration of admission date

Please register the date of admission each time you enter.

~~How to register the date of entry:~~

~~Please register at Users Office. Or if you can connect to the intranet, you can use it separately.~~

~~Please register the date of admission on the server that will guide you from this. The server is on the JLAN intra.~~

## IMPORTANT

If you do not confirm your ID card or register your admission date, you may cancel your admission procedure even during the admission period.