

## About the procedure when the staff participates in the experiment

The targets here are the staff of the High Energy Accelerator Research Organization (KEK) and the staff of the Japan Atomic Energy Agency (JAEA) / Nuclear Science Research Institute, excluding the staff of the J-PARC Center.

Other than the staff of the Nuclear Science Research Institute (Tokai) and the staff of the Comprehensive Research Organization (CROSS).

	For KEK	For JAEA	For JAEA (Other offices※1)	For CROSS
User support system registration	Principal investigator and Delegate Principal Investigator : Required Collaborators : Not required	Principal investigator and Delegate Principal Investigator : Required Collaborators : Not required (※2)	Principal investigator(PI) and Delegate Principal Investigator : Required Collaborators : Required (※2)	Principal investigator and Delegate Principal Investigator : Required Collaborators : Not required (※2)
Submission of Application form to visit J-PARC and Visit Proposal	Not required	Not required	Required (PI, Delegate PI and Collaborators) <a href="#">Apply</a>	Not required
J-PARC User ID card	Use KEK staff ID	Use JAEA staff ID	User ID card will be issued by UO.	Use JAEA staff ID
J-PARC card key	<u>You need to do it yourself</u> * Please check the Tokai Campus Administration Division website.	<u>You need to do it yourself</u> * Contact the Neutron Science Section, MLF.	Required J-PARC card key will be issued by UO. <a href="#">Apply</a>	<u>You need to do it yourself</u> * Contact the Administration Division, CROSS Neutron Science and Technology Center.
OSL badge issuance procedure (Attendance of general and radiation safety education)	交通・移動・入構の手続き等 <a href="https://stw.kek.jp/stpg/toukai/myuko_tetsudsuki_etc-2/">https://stw.kek.jp/stpg/toukai/myuko_tetsudsuki_etc-2/</a> 各種手続き・様式等	<u>You need to do it yourself</u> * Contact the Neutron Science Section, MLF.	Required Learn more about <a href="#">Safety training</a> and <a href="#">Radiation Registration Procedure.</a>	<u>You need to do it yourself</u> * Contact the Administration Division, CROSS Neutron Science and Technology Center.
Vehicle permission pass	<a href="https://stw.kek.jp/stpg/toukai/tetsudsuki/">https://stw.kek.jp/stpg/toukai/tetsudsuki/</a>	Use JAEA vehicle pass	Vehicle pass will be issued by UO.	Use CROSS vehicle pass
Accommodation in Tokai Dormitory	It is available only if the reservation starts 3 days in advance and if there are more vacancies. Contact UO by e-mail. 東海ドミトリーの職員利用について <a href="https://stw.kek.jp/stpg/toukai/dormitory/">https://stw.kek.jp/stpg/toukai/dormitory/</a>			
Using J-PARC LAN (User LAN)	It is available to those who fall under any of the following. 1. Joint users who fall under any of the following (excluding J-PARC center staff) (Those who have an account in the J-PARC User Support System (JUS) and are within the acceptance period of business / KEK Those who have an account in the KEK User Support System (KRS) and are within the acceptance period of J-PARC business) 2. JAEA / KEK staff other than J-PARC Center staff who are accepted by the relevant section leaders. 3. CROSS Tokai staff, etc. who are approved to use by the information security officer of CROSS Tokai.			

※1. Other offices of JAEA refer to JAEA business establishments other than JAEA Nuclear Science Research Institute (JAEA).

※2. JAEA staff (JAEA Nuclear Science Research Institute staff) and CROSS staff, who are collaborators, basically do not need to register in the User Support System. To apply for travel expenses to KEK, it is required to register with the KEK Joint User Support System (KRS).