

# ◆ Annual Renewal Procedures ◆

Update your J-PARC registration to visit in new fiscal year.

Annual renewal procedures begin from Tuesday 15<sup>th</sup> February 2022 (Reiwa-4).

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

Registered activity is voided 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... )** [How to Register \(pdf\)](#)

## 2. Radiation Registration(\*)

- Users who have obtained a J-PARC dosimeter in JFY 2021 are eligible for update to next fiscal year.
- Please complete both of renewal procedure 1 & 2 to use dosimeter from March to April.
  1. **Submit 'Application form to visit J-PARC' for visit in April by 18th 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.

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

- J-PARC card keys issued in JFY 2021 reset on 31 March 2021.
- Submit application 'J-PARC Card' again to continue using **from March to April**, except for MLF users.
- [How to submit \(pdf\)](#) by 18<sup>th</sup> March (Fri)

## 4. Application form to visit J-PARC, Visit proposal [visiting start on/after 1<sup>st</sup> April 2022]

- Long-term stayers are required to [submit via system](#) by 18th March. Generally by 2 weeks before visit.

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

- Long-term stayers are required to complete by 8<sup>th</sup> April. [Course, time and reservation details \(pdf\)](#)

## 6. JFY 2022 User ID card

- Long-term stayers are required to change your ID card ASAP by 8<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, IQBRC key and KEK card key (if you rented) --- Update the rental-period at UO.

### Periodic replacement of OSL badge (Dosimeter)

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

Please visit UO between **Tuesday, 30<sup>th</sup> March and Wednesday, 31<sup>st</sup> March**  
to change your OSL badge for Regular dosimetry.

- If you did not apply for renewal, return OSL badge **by 31<sup>st</sup> March**.
- If the experiment is going to end late at night, please make sure to **return until 10:00am on 1<sup>st</sup> April!**