

# Procedures for leaving

When returning from J-PARC, all deliverables/loans to the user's office window or return box

Please return (J-PARC User ID Card, vehicle passport, OSL badge, card key, bicycle, PHS, etc.).

**User's office Business hours Monday to Friday Hours 9:00 to 17:00**  
Except weekends, holidays, year-end and New Year holidays, and other holidays set by J-PARC

## There are two return boxes.

- ① \*Night time or when UO is closed (holiday)\* In front of side entrance at the Ibaraki Quantum Beam Research Center (the building where the user's office is located).  
Side entrance is located on the left about 20m from the main entrance.
- ② Tokai Dormitory entrance (You can use this anytime!)  
It is located between two automatic doors at the entrance.

### ▼ Location of return boxes

The diagram shows the layout of the KEK Tokai #1 Bldg. and the Ibaraki Quantum Beam Research Center. It includes parking areas for User Bikes (Nos. 51-90, 1-50, 91-120, 121-164) and various entrances. Return Box ① is located at the side entrance of the Ibaraki Quantum Beam Research Center, and Return Box ② is located at the entrance of the Tokai Dormitory. Photos provide visual confirmation of the return boxes' locations relative to the building entrances.

**Return Box ①**  
Night time or when UO is closed (holiday)  
20m to the left of the main entrance.

**Return Box ②**  
Available all day.  
It is located between two automatic doors at the entrance.

## What should I do if I bring back the items to be loaned?

Please inform the Users Office that you have brought back the J-PARC User ID Card, etc.  
Please return it by mail.