

Procedures upon arrival at J-PARC

~Things to do when visiting at the first time in FY~

Please check carefully as the procedure differs depending on whether the arrival time is [during Users Office business hours \(weekdays 9: 00-17: 00\)](#) or [after business hours \(weekdays 17: 00-9: 00, weekends and holidays\)](#). **If there are two or more experimental facilities to enter, safety education corresponding to each facility is required.**

If you will arrive during Users Office hours (9:00am-5:00pm on weekdays), visit Users Office to pick up items such as User ID card, key or other. Then take a comprehensive quiz for online safety training videos and attend radiation safety training, before receiving OSL badge.

1. Sign up at J-PARC Users Office, 1st floor IQBRC.

If you will take radiation safety training and receive a dosimeter (OSL badges),

If Yes → Please come between 9:00 am and 3:30 pm.

If No → Please come by 4:30 pm.

2. Pick up J-PARC User ID Cards.

[User ID card, vehicle permission pass, building card key]

- Show your personal ID (*1) to receive **User ID card**. (*1) passport, Japanese drivers' license, resident card
- **If you plan to drive a vehicle, you request for Vehicle Permission Pass**. It's required to be issued for each driver as necessary. Report the rental car information, type of vehicle and license plate number.
- Receive a **facility/building cardkey (J-PARC Card)**.

[Rental bikes, etc.] Rent items.

PHS (handy-phone for internal calls at J-PARC), bicycles, KEK building cardkey, IQBRC building and room cardkey, umbrellas, and flashlights.

[Wi-Fi] See handbook.

3. Answer comprehensive quiz for training videos at lobby of IQBRC.
4. Take J-PARC radiation safety training and receive a dosimeter (OSL badge).

If you will arrive after Users Office hours (5:00pm-9:00am on weekdays, and on Saturday, Sunday, and national holidays), first, you go to Tokai Dormitory at front desk and pick up your requested items such as User ID card, key or others. If you are required to take safety training, make sure your training schedule; location and time. You must take the training in order to get your OSL badge.

If you take safety training after hours, you need to complete online safety video and make a reservation at least 2 weeks in advance.

1. Sign up at front desk of Tokai Dormitory (1st floor) **no later than 30 minutes prior your training schedule.**

[User ID card, vehicle permission pass, building card key]

- Show your personal ID (*1) to receive **User ID card**. (*1) passport, Japanese drivers' license, resident card
- **If you plan to drive a vehicle, you request for Vehicle Permission Pass**. It's required to be issued for each driver as necessary. Additional drivers can apply the pass on the next UO office hours/days.
Report the rental car information, type of vehicle and license plate number, to User Office by e-mail.
- Receive a **facility/building cardkey (J-PARC Card)**.

[Rental bikes, etc.] Pick up items.

Note: Rental items are going to be prepared at the dormitory reception only for the registered person. If you would like to request more, please come to Users Office during our office hours.

PHS (handy-phone for internal calls at J-PARC), bicycles, KEK building cardkey, IQBRC building and room cardkey, umbrellas, and flashlights.

[Wi-Fi] See handbook.

2. Go to the designated place in time to attend safety training.

Please be punctual. If you are late, please contact yourself using the contact information provided in advance.

3. Answer comprehensive quiz for training videos.

4. Take J-PARC radiation safety training and receive a dosimeter (OSL badge).