

Necessary Procedures for your visit to PF, KEK (for DST)

3rd October, 2016

1. Visa to enter Japan

In order to visit PF, KEK, you need to get visa to enter Japan. The detailed information is available in the web site of Embassy of Japan in India, http://www.in.emb-japan.go.jp/short_term%20visas.html.

Please note that processing time for the visitors to KEK is normally one to two weeks as the Embassy/Consulates in India cannot issue visa for them without getting approval from Ministry of Foreign Affairs, Tokyo, Japan. So, you should submit the visa application at least two weeks before departure.

Some documents to be provided from Japan are required and we will arrange the invitation letter and other related documents for you. Please fill out the attached "Required Information for your Invitation Letter from KEK" and send it to unjoh@post.kek.jp.

The following information is required to fill out the visa application form.

<Name and address of accommodation>

KEK Dormitory
High Energy Accelerator Research Organization
1-1 Oho, Tsukuba-shi, Ibaraki-ken, 305-0801, Japan
TEL: +81-29-864-5574

<Reference in Japan>

Reiji KUMAI
Professor
Photon Factory
Institute of Materials Structure Science
High Energy Accelerator Research Organization
1-1 Oho, Tsukuba-shi, Ibaraki-ken, 305-0801, Japan
TEL: +81-29-879-6024
FAX: +81-29-864-3202
Email: reiji.kumai@kek.jp
Date of birth: 21/07/1966 (21st July, 1966), Male

<Inviter in Japan>

Masanori YAMAUCHI
Director General
High Energy Accelerator Research Organization
1-1 Oho, Tsukuba-shi, Ibaraki-ken, 305-0801, Japan
TEL: +81-29-864-1171
Date of birth: 27/02/1956 (27th February, 1056), Male

2. Registration on KEK User Support System

You are required to register yourself on KEK User Support System, through which the necessary procedures at KEK can be done. Please access to <http://www2.kek.jp/uskek/eng/index.html> and complete your user registration.

- 1) Click [User Registration] in the left menu and then 1. [User Registration].
- 2) Click [Agree] at the bottom and you will find User Registration form.
- 3) Fill in your details.

<Remarks>

Institution type: foreign research institute
Primary purpose of visit to KEK: Tsukuba/Experiment
Details 1: Special Agreement, DST
Details 2: DST <or Start-up experiment (DST)>
Contact Section within KEK: IMSS (PF)
Contact Person within KEK: Atsuko UNJOH
KEK Contact Phone No.: 2512
Project Spokesperson Name : Milan K. Sanyal
Area to be accessed: PF, PF-AR, Slow Positron Facility
Name of KEK Host: Reiji KUMAI

- 4) Click [Continue]
- 5) Click [Confirm]

You will receive your user ID and temporary password by email from the Users Office. As the password is effective only for 48 hours, you must login as soon as possible and change it to a password of your choice.

3. Radiation Safety Procedures

<Statement of Acceptance >

To enter our experimental hall, you are requested to submit the radiation safety form, "Statement of Acceptance" (Form 10).

- 1) Access to <http://www2.kek.jp/uskek/eng/index.html> and login to your portal site.

- 2) From the left-side menu, select :
 [Administrative Procedures for Visiting KEK/J-PARC]
 [1.Administration relating to your visit]
 Then, you can see the information on your visit. Click [Next].
- 3) You can find "Statement of Acceptance (Radiation Safety)" in [Online Application Forms].
 Click [Generate], then the screen changes to the form window.
- 4) "Cautions for Conducting Radiation Work at KEK for Visitors" is displayed.
 Click [Agree] at the bottom.
- 5) Enter the details in the form.
 Purpose of visit: Experiment
 Facilities concerned in KEK: PF, PF-AR, Slow Positron Facility
 Your status in KEK: Visiting User
 If collaborating in an experiment
 Group name : Special Agreement, DST
 Responsible person's name : Reiji Kumai
- 6) Click [Submit], then the screen changes. Take a print of this page and fill in the date and sign on it. Please don't forget to fill in "Director" of your affiliation.
- 7) The lower part, Certificate by Radiation Safety Officer in Home Institute, should be filled in and signed.
 <Remarks>
 The answers should be:
 - * Occupational radiation exposure... below 1 mSv
 - * The applicant received a medical examination... Yes
 - * Any physical abnormalities? No
 - * The applicant attended training... Yes
 - * He/She has sufficient knowledge... Yes If there is no radiation safety officer, the name and signature at the bottom should be the same as "Director" of your affiliation, or your supervisor.

Please note that **the original copy** of Statement of Acceptance must be submitted. So, please bring the original copy with you when you come to PF. In addition, please send the PDF copy of the same in advance to unjoh@post.kek.jp.

<Online training>

Users also need to take the online training for general safety. You must watch a video of about 30 minutes and take an examination. If you enter or choose incorrect answers, watching the sections of video corresponding incorrect answers will be requested. Please also refer to [PF Safety Guide](#) for correct answers. You will find certificate page if you success the examination. Please print the certificate page and bring with you to PF.

Click this link to start the video. =>[\[Start Safety Training\]](#)

4. Declaration of introduction of samples/chemicals to PF

[This is required for the visit for Start-up experiment (DST) only.]

Please refer to “Guide for Chemical Safety for PF Users”.

<http://pfwww.kek.jp/safety/chem/chemsafe-e.html>.

All the experimental groups must submit “**Declaration of introduction of samples/chemicals into the Photon Factory**” through the User Support System at least two weeks prior to each assigned beam time.

<Only the principal investigator can submit the form.>

- 1) Login to your portal site and select [Spokespersons Only Administration], then [1. Forms] from the left-side menu.
- 2) Select Project Type [Special Agreement, DST] and [Start-up experiment (DST)], then click [Search].
- 3) Click [Submit] for the Declaration of introduction of samples & chemicals for the assigned beam time.
- 4) Enter the Name of samples/chemicals, form, quantity and purpose, and select characteristics of substances. If you will not bring anything, write “nothing” on the form.
- 5) Click [Submit] at the bottom of the form window.
- 6) Examined form will be sent as an attached PDF file by email to the spokesperson or the representative. You must print it and post it on the beamline display board.

5. Declaration of the intended use of heating devices

(This is required for the visit for Start-up experiment (DST) only.)

Please refer to “Declaration of the intended use of heating devices”

<http://pfwww.kek.jp/safety/heatsyse.html>.

When you plan to use any form of **heating device that will be brought from India** at the Photon Factory, “**Declaration of the intended use of heating devices**” must be submitted through the User Support System at least two weeks prior to use. You will not be able to use such devices unless you have submitted the form.

- 1) Login to your portal site and click :
[Administrative Procedures for Visiting KEK/J-PARC]
[1. Administration relating to your visit]
- 2) Click [Next] for your project.
- 3) Click [Submit] for the Declaration of the intended use of heating devices for the assigned beam time.
- 4) Enter the details in the form.
- 5) Click [Submit].

6. Accommodation booking

You will stay at KEK dormitory. Two room types are available as follows.

Single room with bath/toilet	2,000 yen/night
Single room without bath/toilet	1,500 yen/night

Please refer to <http://www2.kek.jp/uskek/eng/visiting/dormitory.html> for the details.

Booking can be made from 45 days in advance through the User Support System.

- 1) Login to your portal site and click :
[Accommodation Booking and/or Travel Expenses]
[1.Make an Accommodation Booking and/or Apply for Travel Expenses]
- 2) Select [Accommodation only], then
Primary purpose of visit to KEK : Special agreement, DST
Details : DST <or Start-up experiment (DST)>
Click [Next].
- 3) Fill in [Accommodation Booking Request] and click [Next].
- 4) Check [Reservation Status] and click [Confirm]. Then, the booking is completed.
- 5) You can check your booking status by selecting:
[Accommodation Booking and Travel Expenses Application Status]
[1.Accommodation and Travel Expenses Status]
Click the Reservation No.
- 6) Click [Dorm. Usage Record] and print this page.
Please bring your “KEK Dormitory Reservation Confirmation” when you come to PF.
- 7) You can make a payment by cash or credit card at the Users Office.

7. Application for Wireless LAN access

If you will bring your laptop, you need to apply for Wireless LAN access. Please submit the application form according to the following procedure. Detailed information is available at <http://www2.kek.jp/uskek/eng/other/lan2.html>.

- 1) Login to your portal site and click:
[Administrative Procedures for Visiting KEK/J-PARC]
[1. Administration relating to your visit]
- 2) Click [Next] for your project.
- 3) Click [Submit] for Application for Wireless LAN access (Tsukuba Campus).
- 4) Enter the details in the form.
Phone number to reach you inside KEK : 2512
Name of your contact person in KEK : Atsuko Unjoh
Extension number of your contact person : 2512
- 5) Click [Submit].

** If your OS is Windows 7, 8 or 10, there may be two Wireless MAC addresses. In that case, you need to apply both addresses separately (i.e. two application) as you can apply one MAC address with one application.*

<Attention>

Please frequently use the Windows Update or Microsoft Update to protect your Windows computer. Please install and run most updated anti-virus software regularly.

8. Publication

As per the recommendation of the steering committee members of the Indian Beamline project, the following experimental facilities need special attention during the experiments.

- 1) Low temperature powder diffraction facility
- 2) High temperature powder diffraction facility
- 3) High pressure powder diffraction facility
- 4) Liquid surface scattering facility

One person from the beamline maintenance group will be involved in setting up and help during the experiment. They should get the due credit for his support during the experiment as an author in the publication from the data obtained from the Indian Beamline at PF. The name of the person involved in the experiment will be notified during beamtime.

The authors should acknowledge the beamline facility and DST, India with the following statement in the acknowledge section of the paper published from the beamline data.

"Authors thank the Department of Science and Technology, India for the financial support and Jawaharlal Nehru Centre for Advanced Scientific Research, Bangalore, India for facilitating the experiments at the Indian Beamline, Photon Factory, KEK, Japan."

<PF Publication Database>

All types of publications (papers, reviews, thesis) regarding the experimental results should be registered to PF publication database through the following web page.

<http://pfwww.kek.jp/publications/pfdbe.html>

9. The below is the website of our project where you can get more information.

<http://www.saha.ac.in/web/photon-factory-home>

Attachment : Travel Rules - KEK
Required Information for your Invitation Letter from KEK

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