

## Important

### To Users of SPring-8/SACLA Public and Contract Beamlines Re: Change in locations of check-in procedures and safety training sessions

The location of check-in procedures (including safety training sessions, lending of dosimeters, and issuance of user cards) has been changed from the Main Building to the North Building in August 2014. Details are described below.

In addition, the location and time to receive dosimeters and user cards as well as the start time of safety training sessions have also been changed. We appreciate your understanding and cooperation on this matter.

We check\* whether users, not only first visitors in the fiscal year but also return visitors, have brought a dosimeter provided by their home institutions upon their visits. Users who have not brought the dosimeter may not be allowed to enter the SPring-8/SACLA radiation-controlled areas and may not be able to participate in or carry out experiments using SPring-8/SACLA beamlines. Please make sure to bring a dosimeter provided by your home institution. (Users affiliated with overseas institutions are exempted from this rule.)

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\*[Users who have not been registered as a radiation worker before visit]  
To carry out radiation work at SPring-8/SACLA, you must be under radiation control by your home institution. Please bring a dosimeter provided by your home institution (home dosimeter).

[Users who have been registered as a radiation worker in FY2014]  
From August 2014, you are required to bring a dosimeter provided by your home institution (home dosimeter) for your visit to SPring-8/SACLA, although this was not required in the transition period (April to July 2014) as before.

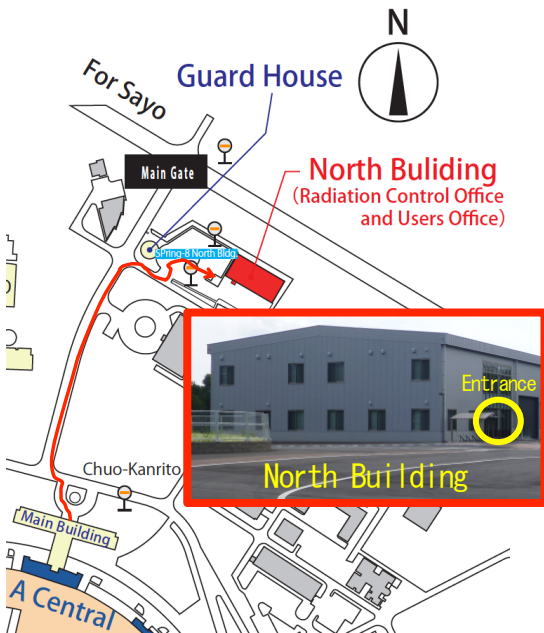
# 1. Location of check-in procedures

Until July 31, 2014: Second floor of Main Building (SPring-8/SACLA Users Office)

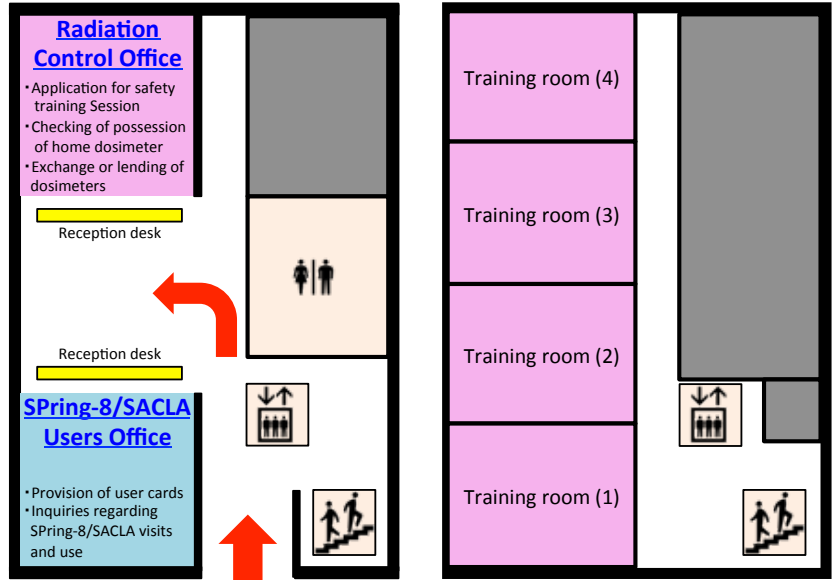


From August 1, 2014: First floor of North Building (Radiation Control Office or SPring-8/SACLA Users Office\*1)

\*1Available from August 4



Location of North Building

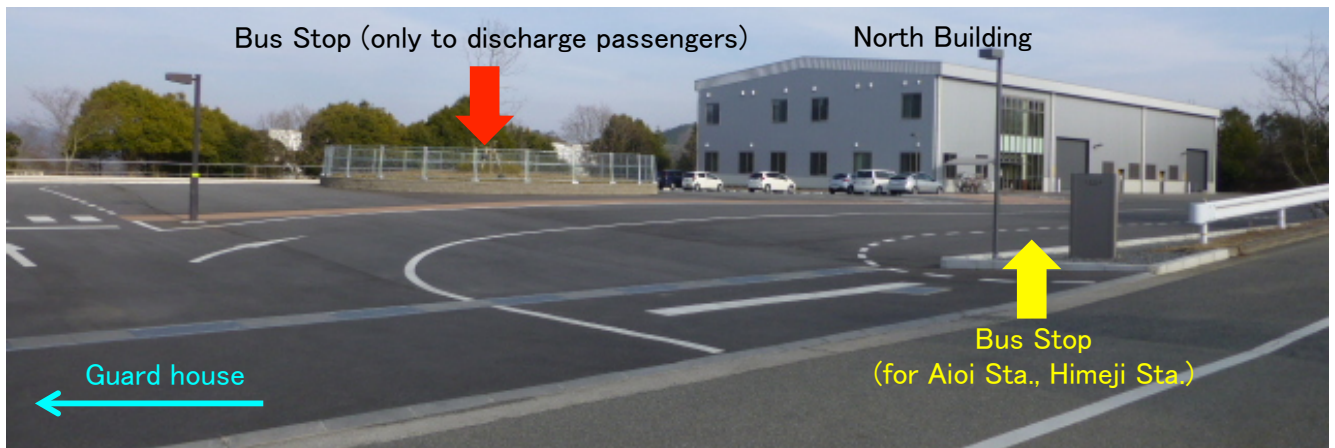


First floor

Second floor

Layout of North Building

If you visit SPring-8/SACLA by bus, get off at SPring-8 North Building Bus Stop. You can see the North Building next to the Bus Stop. Enter the North Building from the front automatic door.



When leaving from SPring-8/SACLA, you can also get on a bus bound for Aioi Station and Himeji Station from "Chuou-Kanrito" Bus Stop in front of SPring-8 Main Building.

## 2. Reception desks for check-in procedures

The location of daytime check-in procedures have been changed to the North Building. The reception desk and location will differ depending on the visit date and time.

Visits between 08:30 and 17:30 on weekdays	First visitors in fiscal year (required to attend safety training session)	Return visitors in fiscal year
Attendance of safety training session	1 <sup>st</sup> floor, North Building (Radiation Control Office)	
Checking of possession of home dosimeter	1 <sup>st</sup> floor, North Building (Radiation Control Office)	1 <sup>st</sup> floor, North Building (Radiation Control Office)
Lending of SPring-8/SACLA dosimeter	1 <sup>st</sup> floor, North Building (Radiation Control Office)	1 <sup>st</sup> floor, North Building (Radiation Control Office)
Provision of user card and documents for beamline use	1 <sup>st</sup> floor, North Building (SPring-8/SACLA Users Office)	1 <sup>st</sup> floor, North Building (SPring-8/SACLA Users Office)
Visits between 17:30 and 19:30 on weekdays	First visitors in fiscal year (required to attend safety training session)	Return visitors in fiscal year
Attendance of safety training session * See below	1 <sup>st</sup> floor, North Building (Radiation Control Office)	
Checking of possession of home dosimeter	1 <sup>st</sup> floor, North Building (Radiation Control Office)	1 <sup>st</sup> floor, North Building (Radiation Control Office)
Lending of SPring-8/SACLA dosimeter	1 <sup>st</sup> floor, North Building (Radiation Control Office)	1 <sup>st</sup> floor, North Building (Radiation Control Office)
Provision of user card and documents for beamline use	1 <sup>st</sup> floor, North Building (Radiation Control Office)	1 <sup>st</sup> floor, North Building (Radiation Control Office)
Visits between 19:30 and 08:30 on weekdays and weekends and holidays	First visitors in fiscal year (required to attend safety training session)	Return visitors in fiscal year
Attendance of safety training session	Closed (safety training sessions not available)	
Checking of possession of home dosimeter		Guard house
Lending of SPring-8/SACLA dosimeter		Guard house
Provision of user card and documents for beamline use		Guard house
Visits between 08:30 and 19:30 on weekends and holidays	First visitors in fiscal year (required to attend safety training session)	Return visitors in fiscal year
Attendance of safety training session * See below	1 <sup>st</sup> floor, North Building (Radiation Control Office)	
Checking of possession of home dosimeter	1 <sup>st</sup> floor, North Building (Radiation Control Office)	1 <sup>st</sup> floor, North Building (Radiation Control Office)
Lending of SPring-8/SACLA dosimeter	1 <sup>st</sup> floor, North Building (Radiation Control Office)	1 <sup>st</sup> floor, North Building (Radiation Control Office)
Provision of user card and documents for beamline use	1 <sup>st</sup> floor, North Building (Radiation Control Office)	1 <sup>st</sup> floor, North Building (Radiation Control Office)

\* However, please keep in mind that the final session of safety training is 18:45- as follows.

### [Important] Safety training sessions

Safety training sessions for first visitors in the fiscal year start at predetermined times, as shown in the table below (the session duration is about 30 min as before). Take note of the start time of the final session (**18:45**).

Session	Start time	Session	Start time	Session	Start time	Session	Start time
1	08:45	6	11:15	11	15:15	16	17:45
2	09:15	7	13:15	12	15:45	17	18:15
3	09:45	8	13:45	13	16:15	18	18:45
4	10:15	9	14:15	14	16:45		
5	10:45	10	14:45	15	17:15		

### 3. Where to return SPring-8/SACLA dosimeter and user card

A return box for dosimeters and user cards have been placed on the first floor of the North Building (Entrance) in addition to the conventional one on the second floor of the Main Building.

Both of the return boxes are always available.

### 4. Other matters

- © The postal address for the submission of documents related to beamline use (excluding online submissions) is the same as before.

[Where to submit]

SPring-8/SACLA Users Office, JASRI

1-1-1 Kouto, Sayo-cho, Sayo-gun, Hyogo 679-5198, JAPAN

- © Parcel that you sent to yourself can be received at the second floor of the Main Building (SPring-8/SACLA Users Office) as before.  
As a rule, such parcels are not accepted at the North Building.

Refer to [http://user.spring8.or.jp/?page\\_id=5543&lang=en#item04-03](http://user.spring8.or.jp/?page_id=5543&lang=en#item04-03)

### 5. Contact information

- (1) Inquiries regarding user cards and documents related to beamline use  
SPring-8/SACLA Users Office, JASRI  
Tel: 81-791-58-0902  
Fax: 81-791-58-0906  
Email: [uoffice@spring8.or.jp](mailto:uoffice@spring8.or.jp)

- (2) Inquiries regarding dosimeters and safety training sessions  
Radiation Control Office, Harima Safety Center, RIKEN  
Tel: 81-791-58-0904  
Fax: 81-791-58-0932  
Email: [radiationsafety@spring8.or.jp](mailto:radiationsafety@spring8.or.jp) (radiation worker registration)  
[training@spring8.or.jp](mailto:training@spring8.or.jp) (safety training sessions)