

## ● How to check the review result.

After submitting the Sample and Reagents Declaration, it will be examined by the Support team for chemicals, and a **SAMPLE RISK ASSESSMENT SHEET** will be issued and sent to you via email. Once you receive the review result email, you will be able to download the **SAMPLE RISK ASSESSMENT SHEET** from the site address provided within the email.

**When you receive the review result email, you will be able to download the SAMPLE RISK ASSESSMENT SHEET.**

**Example: How to View and Download the SAMPLE RISK ASSESSMENT SHEET for No. "7558" of Proposal No. "2026B0951."**

**1. When you receive the review result email, please login using the URL provided within the email.**

From :  
To :  
Cc :  
Subject : 【Chemical】 Samples and Reagents Declaration-Chemical safety inspections (2026B0951-1) TEST-7558

Dear Gakushikaikan  
JPDTEST averageuser

The chemical safety inspections about Samples and Reagents Declaration(Proposal no. : 2026B0951) will be sent to you.  
※ Chemical safety inspections are listed on the attached Sample Risk Assessment Sheet[PDF(Chem\_Proposal no.)]

No : 7558  
Entry date : 2026/01/28  
Application : JPDTEST averageuser  
E-mail : jpdtest.averaguser@gmail.com  
Affiliation : Gakushikaikan  
Principal investigator : JPDTEST averageuser  
Proposal : MLF Experiment, Test  
Proposal no. : 2026B0951

The results are not attached to the email.

**You must log in to the site to view the full details.**

**\* Important Notice:** This email is sent from a distribution address, so please do not reply to it, as your response will not reach us.

Please log in through the following URL and review  
<https://jus.i-parc.jp/usiparc/>

※Due to maintenance, the system will be shut down from 5:00 PM to 5:30 PM (JST) on weekdays (subject to extension).

The system is not available during this period.

※Please do not reply to this email. Please use the URL above for more information.

※This email is sent from a dedicated email address.

Please note that we may not be able to receive replies.

For beamline manager

· The Sample Risk Assessment Sheet is assigned a sample ID.

Please keep this sheet with the beamline and manage the samples using the sample management system.

· Please confirm that the submitted samples are consistent with the entered.

· During the experiments, please post the Sample Risk Assessment Sheet near the BL area and alert those around.

· If irradiated samples should be stored in the storage cabinets after the experiment, please store them with the SDS.

· Please contact support team for chemicals should you have any questions, discrepancy in the notification of entered samples, samples status update information, inquiry for MLF Sample Preparation Room reservation from user, inquiry for MLF

Sample Management System to input operation, etc.

(e-mail: [mlf-chem@ml.j-parc.jp](mailto:mlf-chem@ml.j-parc.jp) / PHS: 4922)

2. Once you are on the “J-PARC Portal”, click the “User Support System”.

The screenshot shows the J-PARC Portal website. At the top left, the text "J-PARC Portal" is displayed next to a "Link" dropdown menu. A navigation menu is open, listing several options: "User Support System", "Staff Sign In (Admin Portal)", "Proposal Review System", "Proposal Submission System", and "Proposal Publication Database". The "User Support System" option is highlighted with a red rectangular box. An orange callout box with white text and a red arrow points to this box, containing the instruction "Click the 'User Support System'". Below the navigation menu, there are several content blocks: "About", "What Shall I Begin With", "Submit A Research Proposal (Proposal Submission System)", "Experimental Procedures and Visit Procedures (User Support System)", and "Operating environment (recommended)". The "Operating environment" section lists recommended software: Microsoft Windows®, Microsoft Edge® latest ver, Mozilla Firefox® latest vers, and Google Chrome® latest ve.

3. First, click on **“Forms for the spokesperson”** Then, click **“1. Forms”** and search for the application form related to the inquiry.

**J-PARC**  
User Support System

## User Information

Welcome [redacted] [LogOff](#)

> Home > Forms for the spokesperson > 1.Forms

### #Forms

Administrative year

Project Type

Proposal/Experiment No

[Search](#) [Clear](#)

**Forms for the spokesperson**  
1. Forms  
2. Team Member Authority Management

\* Administrative Procedures for Visiting J-PARC  
\* Accommodation Booking and/or Travel Expenses  
+ Team Member Information  
\* Team Member Approval  
\* Modify User Registration Details  
\* Change Password

#### 4. Click the “Contact” link on the right side of the “Samples and Reagents Declaration(J-PARC)”.

> Home > Forms for the spokesperson > 1.Forms

**#Forms**

Please select from the menus below the Project Type and Experiment/Proposal Number for which you wish to lodge forms then click the [Search] button.  
Click the [Clear] button to reset the entry fields.

Administrative year: 2026 ▼

Project Type: ▼

Proposal/Experiment No: ▼

Search Clear

**[Please submit listed form(s) at least 2 weeks prior to the start of your beam time.]**

Form Title	Required	Completed		
Letter of Agreement for Nuclear and Particle Physics Experiments	No	No	Generate	
User Consent Form for MLF Experiments <i>After registering, please print out the User Consent form, check its contents, and then upload it. You can only upload once.</i>	No	No	Resubmit	Print/Save
			Upload	
Letter of Commitment (MLF)	No	No	Generate	
Notification of pursuer(s) at J-PARC experiment	No	No	Generate	
List of experimental equipments to be carried into MLF	No	No	Generate	
Samples and Reagents Declaration	Yes	Yes	Submit	Print/Save
			Contact	

Click the “Contact”.

5. When you click, a screen like this will appear.

This screen displays a list of application forms for "2026B0951."

If multiple applications have been submitted, you will see an entry/row for each submission.

From this list, **select the application form with NO "7558."**

■ Samples and Reagents Declaration Contact Form (User)

Please select the applicable

select	Entry num		te
<input type="radio"/>	1	<a href="#">7558</a>	2026/03/30
<input type="radio"/>	2	<a href="#">7559</a>	2026/03/31

**Select NO "7558".**

6. Please scroll down. You will find a link named "chem\_2026B0951\_001.pdf" below the comment section.

**Please click that link.**

Please enter your comment.

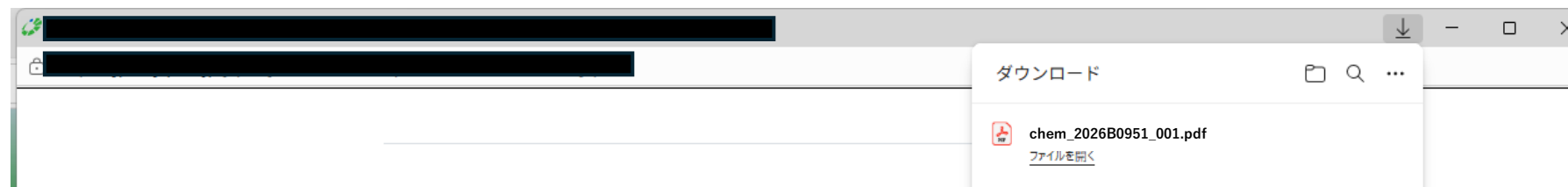
7558 7559

officeworker JPDETEST 【Chemical】 Samples and Reagents Declaration-Chemical safety inspections (2026B0951-1) TEST-7558 2026/04/01 09:19:39

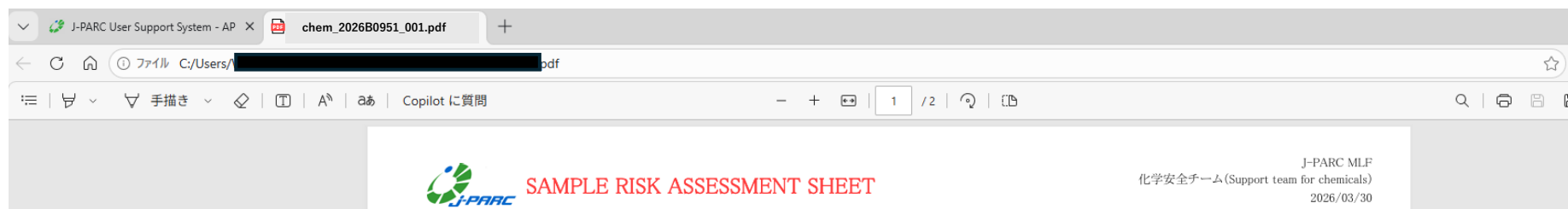
**Click the link "chem\_2026B0951\_001.pdf."**

[2026B0951 試料薬品申請書 BLxx 7558.pdf](#)  
[chem\\_2026B0951\\_001.pdf](#)  
[実験準備室使い方の案内 20220121.pdf](#)

7. The file "chem\_2026B0951\_001.pdf" will be downloaded



8. When you click the downloaded file, a “SAMPLE RISK ASSESSMENT SHEET” will open in a new window. Please save the document.



9. The link below the comment contains attached files. Click it to download the files. For the application form, please navigate to section 5. Click "NO 7558" to view the PDF, and then save it.

[2026B0951 試料薬品申請書 BLxx 7558.pdf](#)  
[chem\\_2026B0951\\_001.pdf](#)  
[実験準備室使い方の案内 20220121.pdf](#)

## Attention !

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