

ILL User Office - user-office@ill.fr

CHECKLIST FOR USERS VISITING ILL

Item	When	Details	Help	Completed?
Reply to invitation to register on the experiment on the User Club https://userclub.ill.eu/userclub/	As early as possible (at least 3 weeks in advance)	Registration on the relevant experiments enables you to have access on site and to the required areas within the experimental zones.	Ensure that all personal information (including ID details) are entered correctly into your account. You can also request accommodation and/or reimbursement at this stage.	
Screening for ZAC (zone à accès contrôlé) access.	As above	Your screening process is linked to your registration on the User Club. There is no action to be done on your side for the screening process besides registering for your experiment and ensuring your ID information is correct and up-to-date. The screening outcome will appear at the top of the personal data page in your User Club account.	Screening can take up to 3 weeks. Please note that this is performed by the French Authorities and therefore the ILL has no control over the process or the outcome. If your screening has not been approved before your experiment start date, you will be allowed on site but not inside the ZAC.	
Training exercises on the User Club	Before arrival	In order to access experimental zones, health physics training is mandatory for all users, whilst chemistry lab training must be completed for those using the chemistry lab.	This can be found under the Personal Data/Training tab.	
Employer authorisation form for Non-Exposed/Non-Classified Users	Before arrival/on arrival	You can download the employer authorisation form here https://www.ill.eu/users/user-guide . It must be signed by your employer and brought to the ILL ZAC reception on the first day of each stay.	Electronic versions may be sent ahead of your experiment to user-office@ill.fr .	
Exposed/Classified Users	Before arrival/on arrival	Please ensure that you bring the required dosimeter/health certificates	(See info https://www.ill.eu/users/user-guide/before-your-experiment/before#c8535)	
ID document	On arrival	Upon arrival at the main ILL entrance, you will be asked to provide a piece of ID.	Passports or national ID cards are OK however driving licenses are not accepted.	
Return dosimeters	Before leaving	Before leaving the ILL, ensure that you have returned all borrowed dosimeters to ILL50 ZAC entrance	If you are leaving after 7pm or on a Sunday, you can leave your dosimeter in the 'dosimeter box' located at the reactor entrance	

Before you come to the ILL, we kindly ask you to ensure that you have completed all necessary steps enabling you access to the experimental zones. Unfortunately, if something is missing, we might not have the resources available to fix last-minute hiccups in real time which will therefore delay your access.

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