

Guidebook for foreign nationals living in Hofu City

- 1 . Registering procedures for foreign residents**
- 2 . Health insurance and pension**
- 3 . Emergent situations**
- 4 . Daily life**
- 5 . The list of the designated evacuation sites and shelters**

For foreign residents in Hofu City

This booklet aims to provide the foreign residents living in Hofu City with helpful information. Hofu City also publishes the City Gazette (*Kōhō-Hofu*) containing information about municipal administration and events on the first and fifteenth of every month. It is available at the city hall, public facilities, and on the website.

URL:<https://www.city.hofu.yamaguchi.jp/soshiki7/kouhou.html>

1.	Registering procedures for foreign residents	• • •	1
2.	Health insurance and pension	• • •	4
3.	Emergent situations	• • •	6
4.	Daily life		
	(1) Medical services	• • •	9
	(2) Public facilities and services	• • •	10
	(3) Transportation	• • •	11
	(4) Driver's license	• • •	12
	(5) Public utilities	• • •	13
	(6) Banks	• • •	14
	(7) Postal services	• • •	15
	(8) <i>Inkan / Hanko</i>	• • •	16
	(9) Japanese language classes	• • •	17
	(10) How to sort and dispose garbage	• • •	18
	(11) Inquiries	• • •	25
5.	The list of the designated evacuation sites and shelters	• • •	26

1. Registering procedures for foreign residents

As the latest Residency Management System became effective on July 9, 2012, the Alien Registration System was abolished, and *Zairyū Card* (a Residence Card) has been issued to the foreign nationals with the medium to long-term residence status.

URL: <http://www.immi-moj.go.jp/tetuduki/zairyukanri/whatzairyu.html>

In principle, you must always have your Residence Card with you. You need to show it on the request of police officers, etc.

- Procedures regarding a Residence Card

- (1) Issue of a Residence Card

- ◇ A Residence Card is issued to foreign nationals whose residence status is for over three months.
 - ◇ The card is issued at a Regional Immigration Bureau (at Narita, Haneda, Chubu, Kansai, Shin-Chitose, Hiroshima, or Fukuoka Airport) to those who enter Japan with the residence status of the medium to long-term after July 9, 2012.
As for people who enter Japan from other ports, the card will be sent, by simple registered mail, to his or her address notified to Hofu City.

- (2) Drawing up *Jūmin-hyō* (a Certificate of Residence)

- ◇ Your information (including name, date of birth, address, gender, etc.) needs to be registered in the Basic Resident Register same as Japanese residents if you are eligible to have a Residence Card or a Certificate of a Special Permanent Residence.
Please come to the Hofu City Hall and register your address.
A copy can be obtained when necessary.

- (3) Notifying any changes

- ◇ Please come to *Shimin-ka* (the Resident Division), F1 of the No.4 City Hall Bldg. to notify any changes in your address.
 - Moving in from another city
You need to submit *Tenshutsu-todoke* (the notice to move out) to the municipal office you moved from.
 - Moving within the City
Please come to *Shimin-ka* (the Resident Division) to notify the change.

- Moving out to another city

You need to have *Tenshutsu-shōmeisho* (a certificate to move out) issued.

- ◇ For any changes other than your address such as your name, nationality, or residence status, please perform the procedure at a Regional Immigration Bureau.

(4) Reissue of the Residence Card

- ◇ If you lose your Residence Card, you need to have the card reissued within 14 days after you find it missing.
 - First, please report to the police.
 - Then contact the nearest Regional Immigration Bureau for the necessary document and procedure.

(5) Return of the Residence Card

When you leave Japan to live in another country, you must return your Residence Card at an airport or port.

* The procedure regarding *Tokubetsu eijūsha shōmeisho* (a Certificate of a Special Permanent Residence)

- Please come to *Shimin-ka* (the Resident Division), F1 of the No.4 City Hall Bldg.
- To apply for, make any changes in, or renew your certificate, bring your
 - ① passport
 - ② Certificate of a Special Permanent Residence or an Alien Registration, and
 - ③ photo (not necessary for those who are under 16 when applying)

- Hiroshima Regional Immigration Bureau
Address: Hiroshima Sogo-chosha
2-31 Kami-Hacchobori, Naka-ku, Hiroshima, 730-0012
Phone: 082-221-4412
- Hiroshima Regional Immigration Bureau - Shunan Branch
Address: Tokuyama Kowan Godo-chosha
F2, 6-35 Tokuyamako-machi, Shunan, 745-0045
Phone: 0834-21-1329
- Hiroshima Regional Immigration Bureau – Shimonoseki Branch
Address: Shimonoseki Kowan Godo-chosha
F3, 1-7-1 Higashi Yamato-machi, Shimonoseki, 750-0066
Phone: 083-261-1211

◇Consultations in foreign languages: Gaikokujin Zairyu Sogo Information Center
(Immigration Services Agency) - Phone: 0570-013-904, or (03)5796-7112 from IP, PHS,
or overseas.

2. Health insurance and pension

(1) Medical insurance

Under either of the following insurances, you and your family need to pay only 30% of the medical fees (20% for pre-school children and 10-30% for people over 70).

① ***Shakai-hoken*** (Social Health Insurance)

People holding a residence status with work permit, and actually working can join this insurance. Your employer carries out the procedure, and pays the premium deducted from your salary every month. The company pays the 50% of the premium.

② ***Kokumin-kenkō-hoken*** (National Health Insurance)

People who are registered in the Basic Resident Register and choose not to join the Social Health Insurance **must** join this insurance. You need to carry out the procedure at the city hall, and pay the full premium yourself. The amount is determined by the Health Insurance and Pension Division of Hofu City based on your salary of the previous year.

Any queries: *Nenkin-ka* (the Health Insurance and Pension Division of Hofu City), F1 of the No.4 Hofu City Hall Bldg. (Phone: 0835-25-2317)

* *Hokenshō*, a certificate of health insurance, is issued when you join the Social Health Insurance or National Health Insurance. Please present your *Hokenshō* at the reception of the hospital before the examination. When there is a change in your address, it must be notified. When moving to another city, or returning to your home country, please return your *Hokenshō* (of National Health Insurance) to *Nenkin-ka* (the Health Insurance and Pension Division) at Hofu City Hall.

(2) Pension schemes – You **must** choose and join either of the following.

① ***Kōsei-nenkin*** (Welfare Pension)

- People holding a residence status with work permit, and actually working must join this pension scheme.
- Your employer carries out the procedure, and pays the premium deducted from your salary every month. The company pays the 50% of the premium. Welfare pension in addition to the basic pension will be provided.
- The lump sum withdrawal payment will be supplied if you have paid the premium for more than six months, and apply for it within two years of your departure. For further details, refer to URL:<http://www.nenkin.go.jp>

② ***Kokumin-nenkin*** (National Pension)

- This pension scheme is for those who are between 20 and 59 years old, registered in the Basic Resident Register, and cannot join the Welfare Pension.
- Please carry out the procedure at the city hall, and pay the full premium yourself. (The amount may be deducted based on your salary of the previous year.)
- The basic pension will be provided.
- The lump sum withdrawal payment will be supplied same as Welfare Pension.

3. Emergent situations

(1) **Fire station - call 119** (free of charge) for a fire, serious injury, or sudden sickness.

- **A fire** – inform neighbors of a fire (“*Kaji-desu*”) immediately, and then call 119 for a fire engine.
- **Serious injury or sudden sickness** – call 119 for an ambulance. In a case of minor injury, however, please go to the hospital yourself.

* **Tell** whether it is for **a fire or an emergency**.
Then tell **when, where, and what happened**.
You also need to tell **your name, address, and phone number**.

* Installing fire alarms in home is compulsory. You must have one installed in a staircase and bedrooms upstairs. You can purchase one at fire extinguishers shops, electronics shop and hardware stores, but not at the fire department.
Any queries: Hofu City Fire Department Prevention Division (Phone: 0835-23-9902)

(2) **Police - call 110** (free of charge) for a **robbery, crime, or traffic accident**.

- If anyone is injured in a crime or an accident, please also call 119 for an ambulance.

* You must **tell when, where and what happened**.
Then tell **your name, address, and phone number**.

(3) **Lost and Found**

- Throughout the city, there is a *Koban Box* in every area. Please go to the police station or *Koban Box*.

(4) **Earthquake**

Knowing what to do in the case of emergency may help you survive.

- ◇ When you are inside your home
 - Quickly go under a table or desk to protect yourself, especially your head.
 - After quakes stop, make sure to turn off a gas stove to avoid a fire.
 - Open a door or window to secure your way out since doors may deform, and would not open later.

- ◇ When you are outside
Keep away from concrete-block walls, utility poles, vending machines and buildings.
- ◇ When you are in a car
As soon as you feel quakes, gradually slow down and park your car on the left side of the road. Stay in your car until the quakes stop. When you evacuate, turn off the engine, leave the key in the car, and then evacuate on foot.
- ◇ When you are on the public transportation
Hold on tight on a strap or a handrail.
Remain calm and follow the instructions of a bus driver or a train conductor.
- ◇ When you are at public facilities (such as a supermarket)
Remain calm and follow the instructions of staff.
Look out for a way to evacuate and escape.

(5) **Heavy rain, flood, and landslide**

Continuous rain over a long time, or intense rain can cause rivers to overflow, levees to collapse, and roads or houses to flood. During the rainy (*tsuyu*) season, from the end of spring to the beginning of summer, we often have heavy rain.

- ◇ Keep away from rivers.
- ◇ Evacuate to a safe place (e.g. an evacuation site or shelter) when water is overflowing from ditches and manholes.
- ◇ Go upstairs when the water outside becomes knee-height or higher.
- ◇ Go to a room far from a hill in case of landslide.

(6) **Typhoons and tidal waves**

Typhoons cause strong wind and heavy rain especially between August and October. As for tidal waves, the sea level increases to the point that high waves soak roads and buildings.

- ◇ Before a typhoon approaches:
 - Check out the latest weather information on TV, radio or the Internet.
 - Close windows and sliding shutters tightly, put film on window glass.
 - Bring things inside (so that they will not be blown away).
 - Take clothes and beddings upstairs if your house may be flooded.
 - Secure drinking water, and fill the bathtub with water for other purposes.
 - Have candles, flush lights, and batteries ready for use in case of blackout.
 - Prepare what you want to take with you for the time of evacuation.
 - Check where to evacuate.

- ◇ When a typhoon actually comes:
 - Stay in a safe building, and prepare yourself for the time without electricity or water, and for the evacuation. Do not go out if there is no need.
 - Do not go near rivers or the sea.
 - Pay close attention to the amount of rainfall because houses and buildings may be flooded.
 - Evacuate to a safe place when water is overflowing from ditches and manholes.
 - Go upstairs when the water outside becomes knee-height.
 - Go to the room far from a hill in case of landslide.

(7) Shelters

There are shelters throughout the city. Please check the location of the shelters in your area beforehand.

When it is necessary to evacuate, there will be announcement through outdoor speakers of the disaster prevention radio, and Hofu City website.

- ◇ If you are to evacuate voluntarily, go to a public hall, welfare center, or elementary school designated as a voluntary evacuation site. Please bring your necessities (food, blanket, etc.) with you then.
- ◇ Designated evacuation sites and shelters will be open by the judgement of the Headquarters of Disaster Countermeasures set up by the City.
- ◇ Check the list of the evacuation sites and shelters in English on page 26 of this booklet, or in Japanese on the following website:

[URL:http://www.city.hofu.yamaguchi.jp/soshiki/2/hinanjo.html](http://www.city.hofu.yamaguchi.jp/soshiki/2/hinanjo.html)

“**Safety Tips**” – smartphone application of Japan Tourism Agency is also recommended to be downloaded in advance for not only for weather information, but also for various functions useful in emergent situations.

[URL:http://www.mlit.go.jp/kankocho/news03_000111.html](http://www.mlit.go.jp/kankocho/news03_000111.html)

4. Daily life

4. – (1) Medical services

(1) How to use medical facilities

- When you go to a hospital, make sure to take your *Hokenshō* (health insurance card) and present it at the reception.
- Consulting days and hours vary with hospitals. Please check it before you go.
- If you cannot speak Japanese, go with an interpreter.

(2) On holidays and at night time, there are some medical facilities on duty in Hofu City.

Please refer to *Kōhō-Hofu* (the Hofu City Gazette) published on the 1st of every month.

(3) Please refer to the following website for hospitals where some doctors or staff can correspond in English.

Yamaguchi Medical Information Net

URL: <https://www.qq.pref.yamaguchi.lg.jp/qq35/WP000/RP000001BL.do>

4. – (2) Public facilities and services

(1) Hofu Library

3rd floor of Rurusus Hofu (Phone: 0835-22-0780)

- ① You can borrow books, magazines, paper-sliding picture books, CDs, and cassettes for free. At the very beginning, you need to show your ID (a Residence Card, a Certificate of Alien Registration, etc.) to certify your address, and make a library card.
- ② You can borrow up to ten printed materials (books, magazines, and paper-sliding picture books), and two audio materials (CDs and cassettes) - total of 12 items at most for two weeks.
- ③ There are various newspapers including English newspapers. You can also watch DVDs or use a computer to surf the Internet.
- ④ A mobile library runs throughout Hofu City. Please refer to *Kōhō-Hofu* (the Hofu City Gazette) or the website of the Hofu Library for further details.
- ⑤ Open on Monday, Wednesday to Friday 9:30 ~ 19:00
 Saturday, Sunday, and holiday 9:30 ~ 18:00
Closed on Tuesday, the New Year's holiday, the first Thursday every month (the monthly arrangement day), and the inspection period.
For further details, please refer to the library calendar or its website.

(2) Hofu City Sports Center (KIRIN LEMON STADIUM)

174-1 Hamakata, Hofu (Phone: 0835-27-2000)

The gym "Salt Arena", the track and field stadium, the swimming pool, etc. are available at a reasonable price. Reservation may be necessary.

Please contact the Center on the phone number above or via its website to make a reservation or any queries.

(3) Hofu City Culture and Welfare Center

1-9-2 Midori-machi, Hofu (Phone: 0835-23-1500), and local public halls.

- ① They are available for the local residents to have meetings and circle activities at a reasonable price.
- ② Reservation is necessary.
- ③ There are some courses and club activities of Japanese culture available. Some courses require fees.

4. – (3) Transportation

Here are some ways to Hofu City from Tokyo, Osaka, Hiroshima and Fukuoka using JR.

Tokyo - Hofu

Name of the station	Means	Time to take
Tokyo – Shin Yamaguchi (<i>Kudari</i> : down train)	Shinkansen Nozomi	Approx. 4 hr. 30 min.
Shin Yamaguchi – Hofu (<i>Nobori</i> : up train)	San-yo Line train	Approx. 15 min.

Shin Osaka - Hofu

Name of the station	Means	Time to take
Shin Osaka – Shin Yamaguchi (<i>Kudari</i> : down train)	Shinkansen Nozomi	Approx. 2 hr.
Shin Yamaguchi – Hofu (<i>Nobori</i> : up train)	San-yo Line train	Approx. 15 min.

Hiroshima - Hofu

Name of the station	Means	Time to take
Hiroshima – Tokuyama (<i>Kudari</i> : down train)	Shinkansen Nozomi	Approx. 30 min.
Tokuyama – Hofu (<i>Kudari</i> : down train)	San-yo Line train	Approx. 30 min.

Fukuoka - Hofu

Name of the station	Means	Time to take
Hakata – Shin Yamaguchi (<i>Nobori</i> : up train)	Shinkansen Nozomi	Approx. 40 min.
Shin Yamaguchi – Hofu (<i>Nobori</i> : up train)	San-yo Line train	Approx. 15 min.

4. – (4) Driver' s license

(1) You need one of the following licenses to drive a car in Japan:

- the international driver's license (based on Geneva Convention)
- the driver's license of certain countries (Switzerland, Germany, France, Italy, Belgium, and Taiwan), or
- Japanese driver's license

(2) To switch to or to obtain a Japanese driver's license

To switch a foreign driver's license to a Japanese one, or to obtain a Japanese driver's license, please contact Yamaguchi Prefecture General Transportation Center as below.

(3) Any queries: Yamaguchi Prefecture General Transportation Center

3560-2 Shimogo, Ogori, Yamaguchi City (Phone: 083-973-2900)

4. – (5) Public utilities

(1) **Water supply** (*Suido*) and **sewerage services** (*Gesuido*) : to start or stop those services, or inquire about the charges, please contact its customer service on 0835-23-2511.

(2) **Electricity** (*Denki*) :

- to start or stop the service, contact Chugoku Electric Power (Yamaguchi General Sales Center) on 0120-612-530.
- to inquire about power failure, contact Chugoku Electric Power Network (Yamaguchi Network Center) on 0120-612-570.

(3) **Gas** (*Gasu*) : to start, report gas leak, or inquire,

- ① Municipal gas - contact Yamaguchi Godo Gas (Hofu Branch) on 0835-22-0026.
- ② Propane gas - contact your contractor.

4. - (6) Banks

(1) To open an account: you need

- ① **ID** (passport, driver's license, etc.) to certify your status,
 - ② **an item to certify your address** (a Certificate of Alien Registration or a Residence Card), and
 - ③ **an Inkan** (Please refer to 4-(8)).
-
- When you open an account, you will be given a passbook to record the transactions.
 - On opening the account, it is convenient to arrange *kōzafurikae* (the direct debit) for the utilities (electricity, gas, water and sewerage services, phone, etc.).
 - It is useful to have a cash card made at the same time. You can deposit or withdraw money through the ATM during non-business hours or on holidays. You need to register your PIN number (four numbers) when you make a card.

(2) Business hours

Business hours of most banks are from 9 a.m. to 3 p.m. on weekdays.

(3) ATM (installed at banks, supermarkets, Hofu City Hall, etc.)

Fees may be charged depending on the banks, days and time.

(4) Overseas remittance

Time required to transfer the money varies on the methods or banks.

- Remittance check – send a check issued by a bank to the forwarding address.
- Postal check – remit money to the forwarding account.
- Wire transfer (Neteller) – remit money faster than postal check.

4. – (7) Postal services

Post offices deal with everything regarding postal services. 〒 is its symbol mark.

(1) Business hours

From 9 a.m. to 5 p.m. on weekdays (Monday to Friday) for **postal services**.

From 9 a.m. to 4 p.m. on weekdays for **savings and insurance of Japan Post**.

The business hours of post offices may vary. Please check beforehand.

(2) Types of international postal services

- Documents
- Letters
- Postcards / greeting cards
- Parcels
- Printed materials (magazines and books)

(3) Types of mails

- Airmail
- By ship
- Surface Air Lifted Mail (SAL) - cheaper than by airmail but faster than by ship.
- EMS – the fastest way to send documents and parcels under 30kg.

(4) International remittance

- Remitting money to a forwarding foreign address with registration or insurance.
- Remitting money through accounts (deposit from your account to the forwarding foreign postal transfer account or bank account)

(5) Forwarding services

When your address changes, please submit the notice (*Tenkyo-todoke*) to a post office.

Mails will be forwarded to a new address for one year.

4. – (8) *Inkan / Hanko*

Inkan / Hanko is necessary in Japanese life.

When you open an account at a bank or post office, or buy a car, etc., *Inkan / Hanko* is usually necessary.

4. – (9) Japanese language classes

(1) Japanese language classes by a volunteer

Waon, the volunteer group, holds a Japanese class from 7 to 9 p.m. every Tuesday at the Hofu City Culture and Welfare Center.

For further information, please contact Ms. Yumiko Fujimoto on 090-9062-3604.

(2) Other Japanese language classes in Yamaguchi Prefecture

Please contact Yamaguchi International Exchange Association below if you are interested in Japanese language classes other than the one in Hofu.

(Public Interest Incorporated Foundation)Yamaguchi International Exchange Association
F3, Mizunoue-chosha, 1-7 Mizunoue-machi, Yamaguchi City, 753-0814

Phone: 083-925-7353

E-mail: yiea.info@yiea.or.jp

4. - (10) How to sort and dispose garbage

Follow the collection schedule (days, time and the place) of your area.

Please refer to the household garbage collection calendar for collection on holidays.

The date and time of the monthly disposal for the recyclable waste, hazardous materials, and non-burnable garbage also varies with communities.

* Information on how to sort and dispose garbage in foreign languages:

URL:<http://www.city.hofu.yamaguchi.jp/soshiki/16/gaikokugoban.html>

(1) Burnable garbage collection site

① Burnable garbage <twice a week>

- Collection is either on Mondays and Thursdays or on Tuesdays and Fridays.
- Please take out the garbage by 8:30 a.m. on the day of collection.
- Use the Hofu City designated garbage bag and tie it at the top. Garbage in other garbage bags will not be collected.
- Hofu City designated garbage bags can be purchased at supermarkets, etc. in Hofu. (Extra-large (45ℓ): 13 yen, Large (28ℓ): 12 yen, Small (17ℓ): 9 yen per bag.)
- <Caution> Do NOT dispose agricultural chemicals in a garbage bag.

*Some examples of burnable garbage – cut items into 50 cm or shorter.

Kitchen garbage	Kitchen refuse - drain well. Cooking oil - soak it in paper or fabrics, or solidify.
Paper	Dirty paper, non-recyclable paper, and disposable diapers (remove feces). * Newspapers and magazines are recyclable garbage.
Leather, rubber items	Cut a hose and rope into 50 cm or shorter.
Plastic items	Plastic containers, CDs, DVDs, storage cases, buckets, toys (toys that move with power or batteries are non-burnable), and blue tarp (cut into 50 cm or shorter*).
Grass, board, wood	Weed (remove soil), board (less than 5 cm in thickness and shorter than 50 cm) and pruned trees (less than 10 cm in thickness, and shorter than 50 cm).
Fabrics	Clothes and carpet - please cut into 50 cm or shorter.**

- * If you bring a blue tarp or carpet directly to the Clean Center, you can dispose it as oversized garbage without cutting it.
- ** Clothes and fabrics are collected and sorted as recyclable garbage if they are brought into the Clean Center directly.

② Plastic containers and packages < once a week >

- Take out your garbage **by 8:30 a.m. on the day of collection.**
- Plastic containers and packages with this mark on. No PET bottles.
- Empty the contents, rinse and drain well before disposing.
- Dispose plastic products, dirty containers and packages as burnable garbage.
- Use a clear, colorless garbage bag for 45 ℓ or smaller, and tie it at the top.
- Putting bags in a bag is prohibited. (Do not put garbage in small bags and then put them into a larger bag.)



* Some examples

Plastic bottles, cups, packs, bags, trays, film, net, medicine packs, cushioning materials (Styrofoam, bubble wrap), labels, and lids.

(2) Recyclable and hazardous garbage collection site

(2-1) Recyclable garbage (EXCEPT plastic containers and packages) <Once a month>

① Paper containers and packages

- Paper containers and packages with this mark on EXCEPT paper cartons.
- Rinse and drain well, then **press or fold** it to dispose. If you put them in a paper bag, use a bag **without** a plastic handle.
- If it cannot be cleaned, dispose it as “burnable garbage”.



* Some examples

Paper boxes, cups, lids, paper cartons with aluminum coating inside, pasteboard, paper bags, wrapping paper, and paper cans.


② Paper cartons

- Paper cartons with white interior such as milk cartons with this mark on.
- Please make sure to remove any plastic parts (e.g. its lid or mouth)
- Rinse, cut it open and then dry before disposing.



③ Paper waste – newspaper, cardboard, and other recyclable paper

- Tie crosswise with a paper string. (Not a plastic string)

Newspapers	Newspaper inserts (flyers) can be included.
Cardboard	Cardboard boxes with this mark on or corrugated cores in-between. 
Other recyclable paper	Magazines, books, pamphlets, copy paper, etc. Shredded paper should be put in a clear, colorless bag.

<Caution> The following are NOT recyclable – they are burnable garbage.

Water-proof paper, envelopes with a window, carbon paper, receipts, crimped postcards, and photographs.

④ PET bottles

- Beverage, seasoning, and alcohol bottles with this mark on.
- Rinse inside and drain well. Do not crush them.
- Dispose as burnable garbage if they have been cut or are unable to be cleaned.
- Remove and dispose the caps and labels as “plastic containers and packages”.



⑤ Cans

- Beverages or food cans with either mark on - 15 cm or shorter on a side, and 3 ℓ or less in volume.
- Rinse inside and drain well before disposing.
- Dispose the cans and the lids separately.



<Caution> The following are NOT recyclable.

Square cans which are bigger than 15 cm in one side, 3 ℓ or larger cans, non-food product cans, or dirty cans.

- Some neighborhood associations (*Jichi-kai*) make it a rule to sort cans into aluminum and steel. Please follow the rule of your community.

⑥ Glass bottles

- Bottles of food, cosmetics, and medicine (internal and external).
- Sort bottles into colorless, brown, and other colors when disposing.
- No need to remove the metal part around the mouth of wine bottles or crowned cap of seasoning bottles.
- Bottles that cannot be cleaned should be disposed as “ceramics • glasses”.
- Metal lids of bottles should be disposed as “non-burnable garbage”.
- Returnable bottles (1-*shō* bottles -1.8 ℓ bottles for *sake*, beer bottles, milk bottles, etc.) should be returned to a retailer.

(2-2) Hazardous garbage <once a month>

① Spray cans - empty completely and drill a hole for gas drainage.

② Batteries – primary batteries, button batteries, small rechargeable batteries

③ Mercury thermometer – put in its case to dispose.

④ Fluorescent tubes

- Dispose round –tubes (45 cm in diameter or smaller) and straight-tubes (120cm or shorter) in the exclusive container at a collection site.
- Any broken tubes or bulbs (including incandescent bulbs and LED bulbs) must be put in a clear, colorless bag, and dispose as “ceramics and glasses”.

⑤ Lighters

- Disposable / large lighters – empty the contents completely before disposing.

⑥ Ceramics / glasses – dishes, vases, mirrors, glass, electric bulbs, etc.

- Put any broken ceramics or glasses into a clear, colorless bag.

<Caution> The following are NOT collected.

- Items that are over 50 cm on one side → dispose as “oversized garbage”.
- Roof tiles, cement blocks, bricks, and tiles → Take them to the General Waste Final Disposal Site as landfill waste.

(3) Non-burnable garbage collection site

① Non-burnable garbage – metal items, home appliances, and pruned trees

<Once a month>

- They must be 50 cm or shorter (umbrellas and metal bars - up to one meter).
- Please follow the rules of your community as they vary with communities.

• Some examples of non-burnable garbage

Metal items	Square cans (15 cm on a side or longer) cans of 3 ℓ and more cooking appliances small metal items – lids of bottles, etc. (put in a clear, colorless bag) paint cans, oil cans (empty the contents) wire (cut into 2 meters or shorter and put them in a bundle) edged tools (wrap the edge with a piece of cloth or newspaper, and then put in a clear, colorless bag) gas or oil equipment (drain oil completely, and remove batteries)
Home appliances	Telephones, toasters, microwave ovens, video players, electric shavers, irons, electric / battery powered toys, games, electric cord or cables (no need to cut them) (Do NOT dispose a computer or a cell phones as non-burnable garbage.)
Pruned trees	Any pruned trees (10 to 20 cm in thickness and 50 cm or shorter in length)

* Computers and cell phones that need the protection of private information should be put into the small home appliances collection box (installed at the City Hall, Culture and Welfare Center and branch offices) or Clean Center.

- **Burnable oversized garbage** which can be disposed **at the non-burnable garbage collection site** is burnable garbage that can be folded, tied with a string, and fit into the Hofu City designated garbage bag. Put only one item per bag.

* Some examples

Futon, sheet, blanket, carpet, bathroom floor mat, blue tarp, curtain, kimono, long coat, extra-large gym bag, etc.

(4) Charged collection of oversized garbage or garbage in a large quantity

(Reservation required)

- Fees: 2,600 yen (up to 100kg), and 260 yen per 10kg over 100 kg.
2,400 yen per item applicable to Home Appliance Recycling Law to be recycled.
Pay the recycling fees at a post office (fees vary with manufacturers) in advance, and receive a recycling ticket. It will be necessary at the collection of the garbage. Reservation in advance is required. Sort garbage and take it out to where the collection vehicle from the Clean Center picks it up. Please be there when it is collected.
Hofu City Clean Center - (Phone: 0835-22-4742)

(5) Carrying in household garbage to Hofu City Disposal Facility (Free of charge)

- Hofu City Clean Center - 364 Oaza Shinden, Hofu City (Phone: 0835-22-4742)
Burnable, recyclable, hazardous, non-burnable and oversized garbage (50 cm or longer on a side)
Open – 8:15 ~ 16:30 (Monday to Friday)
9:00 ~ 11:00 (1st Sunday of every month); burnable garbage is **not** accepted.
Refer to the household garbage collection calendar whether you can bring in garbage to the Center on each holiday.
- General Garbage Final Disposal Site – 477 Tajima, Hofu City
Landfill waste (roof tiles, cement blocks, brick, tiles, etc. that are 30cm or shorter on a side).
Open – 8:15 ~ 16:30 (Monday to Friday)
Closed - public holidays and New Year holiday

(6) Garbage that Hofu City does not handle is:

- Items applicable to Home Appliances Recycling Act such as air conditioners, TVs, washing machines, dryers, refrigerators, and freezers.
* Giving the underlined items above to a charge-free collection trader is illegal.

How to dispose those items:

- ① ask the store you purchased the item or buy the replacement to take the old one (please ask the shop about the fees),
- ② carry in the item directly to the designated contractor after paying the recycling fees at a post office (fees vary depending on manufacturers) - Yanagawa Steel Co.

Ltd., of 6-5, 2 chome Takakura, Hofu (Phone: 0835-23-7763), or

- ③ request the Clean Center to transport the item to the above designated contractor.

First, please pay the recycling fees at a post office (fees vary depending on manufacturers), and then either carry in the item directly to the Clean Center, or ask the Center to pick up the item at your house.

<Transporting charge> - 1,400 yen when you take the item to the Clean Center, or 2,400 yen when you request the Center to pick up the item at your house.

- Items that the recycling system is available : motorcycles, fire extinguishers, etc.
- Items that are difficult to be disposed: medical waste (syringes), water heaters, vehicle parts, fireproof safes, tires, waste oil, paint, agricultural equipment, agricultural chemical, poison, batteries, pianos, bathtubs, etc.
 - Consult with a retailer or the specialist.

Any queries: Hofu City Clean Center (Phone: 0835-22-4742)

[URL:http://www.city.hofu.yamaguchi.jp/soshiki/16/](http://www.city.hofu.yamaguchi.jp/soshiki/16/)

4. - (11) Inquiries

Please feel free to make consultations when you have any problems.

(1) **Hofu City International Affairs Office** (in Hofu City Hall)

Address: F3, No.4 Hofu City Hall Bldg., 7-1 Kotobuki-cho, Hofu City, 747-8501

Phone: 0835-25-2768

Fax: 0835-25-2558

E-mail: suishin@city.hofu.yamaguchi.jp

(2) **Yamaguchi International Exchange Association**

This association provides foreign nationals living in Yamaguchi Prefecture with support. In addition, it holds events and lectures regarding international exchange and cooperation, and multicultural coexistence.

- Japanese language classes for foreign nationals
- Introduction of interpreting and translating supporters.
- Introduction of Japanese language supporters.

Yamaguchi International Exchange Association

Open – 8 : 30~17 : 15 (Tuesday to Saturday, except New Year holiday and public holidays),

Address: F3, Mizunoue chosha, 1-7 Mizunoue-machi, Yamaguchi City, 753-0082

Phone: 083-925-7353

FAX: 083-920-4144

E-mail: yiea.info@yiea.or.jp

[URL:https://yiea.or.jp/](https://yiea.or.jp/)

(3) **Yamaguchi Multilingual Consultation Center**

It is located in Yamaguchi International Exchange Association.

You can make consultations in person or on a phone in 18 foreign languages or simple Japanese. Consultations to administrative scriveners or lawyers are also free of charge, but the reservation five days in advance is necessary.

Phone: 083-995-2100 (For consultations only)

Skype ID:yiea.soudan1

5. The list of designated evacuation sites and shelters

○...Available for use in the particular disaster
 ×...Not available for use in the particular disaster

Area	Name of evacuation sites	Voluntary evacuation sites	Evacuation sites							Evacuation shelters
			Flood	Tidal waves	Land-slides	Tsunami	Earth-quake	A big fire	Inland flood	
Tonomi	Tonomi Public Hall (<i>kōminkan</i>)	○	○	○	○	○	○	×	×	○
	Tonomi Elementary School		○	○	○	○	○	○	○	○
	Tonomi Junior High School		○	○	○	○	○	○	○	○
Mure	Mure Public Hall (<i>kōminkan</i>)	○	○	○	○	○	○	×	○	○
	Mure Elementary School		○	○	○	○	○	○	○	○
	Mure Minami Elementary School	○	○	○	○	○	○	○	○	○
	Mure Junior High School		○	○	○	○	○	○	○	○
	Edomari Public Hall (<i>kaikan</i>)		○	○	○	○	○	×	×	○
	Agricultural and Forestry General Technology Center, Yamaguchi Prefectural Agricultural Junior College - gym									○
	Iwabatake Park (<i>kōen</i>)		○	○	○	○	○	○		
	Kaihatsu Square (<i>Tsuchida</i>)		○	○	○	○	○	○		
	Aruk Mure - parking area		×	×	○	○	○	○		
Matsuzaki	Matsuzaki Public Hall (<i>kōmikan</i>)	○	○	○	○	○	○	×	○	○
	Culture and Welfare Center (<i>Bunka Fukushima Kaikan</i>) including Public Hall (<i>Kōkaidō</i>)		○	○	○	○	○	×	○	○
	Matsuzaki Elementary School		○	○	○	○	○	○	○	○
	Kokufu Junior High School		○	○	○	○	○	○	○	○
	Hofu City Cycling Terminal		○	○	○	○	○	×	○	○
	Suoh-Kokubunji site		○	○	○	○	○	○		
	Aruk Hofu - parking area		×	○	○	○	○	○		
Kaho	Kaho Public Hall (<i>kōminkan</i>)	○	○	○	○	○	○	×	○	○
	Kaho Elementary School		○	○	○	○	○	○	○	○
	Kuwanoyama Junior High School		○	○	○	○	○	○	○	○
	Mitajiri Nursery School		○	○	○	○	○	×	○	○
	Hofu High School - gym		○	○	○	○	○	×	○	○
	Hofu Technical and Commercial High School - gym		○	○	○	○	○	×	○	○
	Mitajiri Park (<i>kōen</i>)		○	○	○	○	○	○		

○...Available for use in the particular disaster
 ×...Not available for use in the particular disaster

Area	Name of evacuation sites	Voluntary evacuation sites	Evacuation sites							Evacuation shelters
			Flood	Tidal waves	Land-slides	Tsunami	Earth-quake	A big fire	Inland flood	
Katsuma	Katsuma Public Hall (<i>kōminkan</i>)	○	○	×	○	○	○	×	×	○
	Katsuma Elementary School		○	○	○	○	○	○	○	○
	Seiei High School - hall		○	○	○	○	○	×	○	○
	Former NTT Hofu Branch No.2 Bldg., 2nd floor		○	○	○	○	○	×	○	○
	Hofu City Kinen Model Children's Park (<i>jidō yūen</i>)		○	×	○	○	○	○		
	The Big Hofu - parking area		×	○	○	○	○	○		
	Aeon Town Hofu - parking area		×	×	○	×	○	○		
Shinden	Shinden Public Hall (<i>kōminkan</i>)	○	○	×	○	○	○	×	×	○
	Shinden Elementary School		○	○	○	○	○	○	○	○
	Kirin Lemon Stadium "Salt Arena Hofu"		○	○	○	○	○	×	○	○
	Kirin Lemon Stadium - Martial Arts Arena		○	×	○	○	○	×	×	○
	Kirin Lemon Stadium - Baseball Stadium		○	×	○	○	○	○		
	Kirin Lemon Stadium - Track and Field Stadium		○	×	○	×	○	○		
	Tonyaguchi Memorial Hall (<i>kinen kaikan</i>)		○	×	○	○	○	×	×	○
	Aruk Mitajiri - parking area		×	×	○	○	○	○		
	MaxValu Shinden - parking area		×	×	○	×	○	○		
Saba	Saba Public Hall (<i>kōminkan</i>)	○	×	○	○	○	○	×	○	○
	Miyaichi Welfare (<i>fukushi</i>) Center	○	○	○	○	○	×	×	○	○
	Saba Elementary School		○	○	○	○	○	○	○	○
	Saba Junior High School		○	○	○	○	○	○	○	○
	Nishi Saba Nursery School		○	○	○	○	○	×	○	○
	Hofu City Mid-aged to Senior Workers' Welfare Center - Sun Life Hofu		○	○	○	○	×	×	○	○
	Aspirante		○	○	○	○	×	×	○	○
	Solar									○
	Nishi Saba <i>Ryokuchi</i>		×	○	○	○	○	○		
	Hinode Square Children's Park (<i>jidō yūen</i>)		×	○	○	○	○	○		
	Aeon Hofu - the eastern plane parking area and movie theater		×	○	○	○	○	○		

○...Available for use in the particular disaster
 ×...Not available for use in the particular disaster

Area	Name of evacuation sites	Voluntary evacuation sites	Evacuation sites							Evacuation shelters
			Flood	Tidal waves	Land-slides	Tsunami	Earth-quake	A big fire	Inland flood	
Mukoshima	Mukoshima Public Hall (<i>kōminkan</i>)	○	○	○	○	○	○	×	○	○
	Mukoshima Elementary School		○	○	○	○	○	○	○	○
	Mukoshima Children's Park (<i>jidō yūen</i>)		○	×	○	×	○	○		
	Mukoshima Sports Park - Multi-purpose Square		○	×	○	○	○	○		
Noshima	Noshima Elementary / Junior High School		○	○	○	○	○	×	○	○
	Yamaguchi Prefectural Fishery Cooperative Association Noshima Branch	○	○	○	○	○	×	×	○	○
Nakanoseki	Nakanoseki Public Hall (<i>kōminkan</i>)	○	×	×	○	○	○	×	×	○
	Nakanoseki Elementary School		○	○	○	○	○	○	○	○
	Kayo Junior High School		○	○	○	○	○	○	○	○
	Nakanoura Public Hall (<i>jichi kaikan</i>)		○	○	○	○	○	×	×	○
	Zenshoji									○
	Bridgestone Hofu Plant - gym		○	○	○	○	○	×	○	○
	Aruk Nakanoseki - parking area		×	×	○	○	○	○		
Nishinoura	Nishinoura Public Hall (<i>kōminkan</i>)	○	×	×	○	○	○	×	×	○
	Nishinoura Elementary School		○	○	○	○	○	○	○	○
	Kasei Junior High School		○	○	○	○	○	○	○	○
Hanagi	Hanagi Public Hall (<i>kōminkan</i>)	○	×	×	○	○	○	×	×	○
	Hanagi Elementary School		○	○	○	○	○	○	○	○
	Hofu City Public Fruits and Vegetables Wholesales Market		○	○	○	○	○	○	○	○
	Hanagi Park (<i>kōen</i>)		×	×	○	○	○	○		
	MaxValu Hofu Nishi - parking area		×	×	○	○	○	○		
Ono	Ono Elementary School	○	×	○	○	○	○	○	×	○
	Ono Junior High School									○
	Manao Public Hall (<i>kōkaido</i>)		×	○	○	○	○	×	×	○
	Former Ono Elementary School site		○	○	○	○	○	○		

○...Available for use in the particular disaster
 ×...Not available for use in the particular disaster

Area	Name of evacuation sites	Voluntary evacuation sites	Evacuation sites							Evacuation shelters
			Flood	Tidal waves	Land-slides	Tsunami	Earth-quake	A big fire	Inland flood	
Migita	Migita Public Hall (<i>kōminkan</i>)	○	×	○	○	○	○	×	×	○
	Migita Welfare (<i>fukushi</i>) Cener	○	×	○	○	○	○	×	○	○
	Migita Elementary School - 2nd floor or higher		○	○	○	○	○	×	○	
	Migita Junior High School		○	○	○	○	○	○	○	○
	JA (Yamaguchi Prefecture Agricultural Cooperative Association) - Migita Branch, 2nd floor, conference Room		○	○	○	○	×	×	○	○
	Lifecare Takasago		×	○	○	○	○	×	○	○
	Kami-Migita Children's Park (<i>jidō yūen</i>)		×	○	○	○	○	○		
	Seiwa Children's Park (<i>jidō yūen</i>)		×	○	○	○	○	○		
Tamanoya	Tamanoya Welfare (<i>fukushi</i>) Center	○	○	○	○	○	○	×	○	○
	Tamanoya Elementary School		○	○	○	○	○	○	○	○
	Tatara Kindergarten		○	○	○	○	○	×	○	○
Daido	Daido Public Hall (<i>kōminkan</i>)	○	○	○	○	○	○	×	○	○
	Daido Elementary School		○	○	○	○	○	○	○	○
	Daido Junior High School		○	○	○	○	○	○	○	○
	Dannishi Public Hall (<i>kaikan</i>)		○	○	○	○	○	×	×	○
	Hofu Nishi High School - gym		○	○	○	○	○	×	○	○
	JA (Yamaguchi Prefecture Agricultural Cooperative Association) - Hofu Eastern Branch, 2nd floor, conference room		○	○	○	○	○	×	○	○
	Takagawa Gakuen Junior High School and High School - gym		○	○	○	○	×	×	○	○
	Yamaguchi Junior College - gym		○	○	○	○	○	○	○	○
	Daido Children's Park (<i>jidō yūen</i>)		×	×	○	○	○	○		

Editor and Publisher:

Hofu City International Affairs Office
Civil Activities Promotion Division
Hofu City Regional Interaction Department

Address: 7-1 Kotobuki-cho, Hofu City, 747-8501

Phone: 0835-25-2768

Fax: 0835-25-2558

E-mail: suishin@city.hofu.yamaguchi.jp