

Radiation worker procedure for users

Please urgently keep the necessary deadline to apply for your dosimeter.

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3 requirements to obtain a J-PARC dosimeter

- ◆ Must be registered as a radiation worker at your institution.
- ◆ **Must be registered as a radiation worker at J-PARC and have been issued an OSL badge (personal radiation dosimeter) by J-PARC.**

How to register as a J-PARC radiation worker (certification registration)

→ Create a "Radiation Worker Registration Form" and submit the form **at least 2 weeks before your visit.**

- ◆ At the J-PARC Center Users Office, you must take radiation safety training (once a Fiscal Year) before work on site.
→ Learn more about [safety training](#).

Registration procedure of personal radiation dosimeter

Please note that each user has to apply personally for his/her own dosimeter. This has to be done once in Fiscal Year.

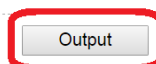
1) Download the application form

Important note: User registration or addition of the new purpose of visit must be completed in advance.

1. Login to [User Portal System](#)
2. Click [Administrative Procedures for Visiting KEK/J-PARC] >[1.Administration relating to your visit]>Next
3. Administrative tasks
4. Click [output] button at [Forms to be submitted once in Japanese Fiscal Year] Radiation Worker Registration

[Forms to be submitted once in Japanese Fiscal Year]

Radiation Worker Registration Form (JFY 2016)



5. Fill in the form as necessary.

3. Radiation worker registration form (Japanese Fiscal Year 2016)

This is not an online application. This is an existing form to create an application form.
 Once a dosimeter is issued, it is valid until the end of the appropriate Japanese Fiscal Year (FY) without re-submission, so you do not need to apply for a dosimeter every time within FY.
 *Contact Users Office for adding other working areas after submission is necessary.
 Personal data in this document will be registered on control systems for entering and leaving J-PARC center and on a Personal exposure record system. These registered data will be used to control entering and leaving J-PARC radiation controlled areas to prevent Personal exposure records from disappearing, and to figure out the Personal exposure history. These data shall adequately be controlled based on the Personal information protection law.

Fill in 1 - 4 below
*** Must be filled in.**

1. Personal information
 Printed contents are based on registered information.
 Result of dose measurement will be sent to the address below by mail.

Name	JAY FASC
Gender	Female
Date of Birth	04/05/2016
Nationality	Foreigner
Position (*)	<input type="checkbox"/> Student <input checked="" type="checkbox"/> Other (Students mean undergraduate/graduate student.)

2. Affiliation/institute
 Printed contents are based on registered information.
 Result of dose measurement will be sent to the address below by mail.

Affiliation Address
 ZIP: 338-8504
 Telephone: 3398
 Affiliation: High Energy Accelerator Research Organization

Fill out the information below:
 [Address]
 [City]
 [District]
 [Telephone]

Other affiliation/institute Address:
 Affiliation: Non-Japanese affiliation/institute Other
 *If you choose other affiliation/institute, please modify the registered affiliation/institute later.

Put a signature of your head of division to a printed paper.

3. Exposure record
 If you have engaged to radiation worker, fill out all.
 This form has a checking function. If you want to skip filling out on this screen and go to No.4, tick a box below.
 *I will fill in later.

Have you engaged in radiation work? (*) YES NO
 (If you choose "No", the exposure record below is not a requirement.)

Year 2012	mSv	N/A
Year 2013	mSv	N/A
Year 2014	mSv	N/A
Year 2015	mSv	N/A

Effective dose: mSv N/A

Record of this year:
 Skin: mSv N/A
 Equivalent dose: Crystal lens: mSv N/A
 Other (): mSv N/A

Record of current quarter (Only for sales): mSv N/A
 *Pregnant ladies need to reduce the high limited amount of dose. Contact Users Office to obtain the form as necessary.

4. Result of radiation training and medical examination
 This form has a checking function. If you want to skip filling out on this screen and go to No.5, tick a box below.
 *I will fill in later.

Date of education & training (*)
 Validated date is within 1 year.
 *Count backward from the date that Users Office receives your "Radiation Worker Registration Form".

Date of medical examination for radiation worker (*)
 Validated date is within 1 year.
 *Count backward from the date that Users Office receives your "Radiation Worker Registration Form".
 Name of medical doctor:
 Allowed Not allowed
 Please fill the date, Dr.'s name and tick Allowed/Not allowed.

5. Radiation controlled area you are going to work
 This is the form to be submitted only once in Japanese Fiscal Year.
 Note:
 - Contact directly to Users Office for addition radiation controlled areas.
 - Once a dosimeter is issued, it is valid until the end of the appropriate Japanese Fiscal Year without re-submission, so you do not need to apply for a dosimeter every time.

Materials and Life Science Experimental Facility (MLF) (Neutron/Muon Science)
 Fill out the extra radiation controlled area other than listed above.
 Others: _____

Registered Experimental Number for this FY: 1 Non-Proprietary Type Experiment, TEST_2015A,0700TEST-1

Please get a signature from somebody who can take responsibility regarding the results of radiation dose measurement and medical examination, and also the radiation training at your affiliation.

After you have filled out completely on this screen, click PDF or Excel to store the data.
 When you open this form again, the saved data will be read out.

PDF Excel Reset input data

Print out with white size A4 paper.
 Fill out completely.

Signatures of head of division and radiation control officer must be handwritten.
 No need to attach certificates.

Submit this document to Users Office through the mail by 2 weeks before of your arrival.
 If it's difficult to send the document by the due date, read the alternate method below.
 It's tentatively available to proceed registration with a scanned copy of the document ahead of the original document submitted. In this method, you have to bring the original document to Users Office later.

Address:
 J-PARC Users Office
 1F Ibaraki Quantum Beam Research Center
 160-1 Shinakiada Takahama Nakagun, Ibaraki, Japan 319-1106
 e-mail: j-uos@j-parc.jp

Close this page

- After entering information, click PDF or Excel to download the data.
- Print out with white size A4 paper
- Get signatures from head of division and radiation control officer. It must be wet signature only.

様式 2-1(b)
 2020年度用認定登録依頼書兼管理区域立入許可願 (J-PARC USER)
 Radiation Worker Registration Form Japanese Fiscal Year 2020

氏名(姓・名・姓)	性別	生年月日(月/日/年)
Have you registered at J-PARC before?	国籍	Nationality
Result of medical examination and radiation training		
Have you engaged in radiation work? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Exposure record for four years (Blank for N/A)		
Record of this year		
Record of current quarter (Only for sales)		
Date of education & training		
Date of medical examination for radiation worker		
Name of medical doctor		
Name of radiation control officer		

入館登録コード
 A 登録 B 再登録 C 更新
 入館登録コード
 A 登録 B 再登録 C 更新

Notes

- Download most current form from the User Portal. Otherwise, the application will be declined.
- Do not use white-out to correct information. Please cross out any mistakes with a double line and sign by the corrected area.
- Keep blank in the "Exposure record" if you have never worked in a radiation controlled area before.
- The date of your radiation safety education and training at your host institution should be within one year (* 1).
- The date of medical examination should be within one year (* 1). For students belonging to domestic institutions, the implementation date record within one year is valid, but for other than students belonging to domestic

institutions, the implementation period is six months(* 1).

(* 1) The expiration date is within one year or six months from the date of receipt of the documents at Users Office.

- Check the diagnosis results of "ALLOWED" or "NOT ALLOWED".

2) Method of submission and deadline

Submit the original to the Users Office in person or by post no later than 2 weeks prior before starting work at J-PARC.

Otherwise you take the risk that your experiment cannot be performed because of a missing dosimeter (OSL badge).

3) J-PARC radiation safety training on the first day of visit

You must take a radiation safety training at Users Office before working in the radiation controlled area.

Please refer to the [safety training](#) for details.

Related procedures

Modification

Radiation worker is required to complete the appropriate procedure immediately in the following cases:

Change of your affiliation - Deregistration followed by re-registration

Change of location to access - Contact Users Office for the changing of your registration

When you learn you are pregnant, report it to the Users Office immediately in order to modify to lower exposure limits.

Deregistration

Please cancel the badge if you do not plan to work at J-PARC again. In order to deregister during the fiscal year, contact Users Office by e-mail.

Annual renewal

The registrations of users are valid only for the current fiscal year, and will be automatically invalidated at the end of the fiscal year (The Japanese fiscal year begins in April and ends in March.) If you want to continue to work in the next fiscal year especially in April, you need to complete the renewal procedure.