Radiation worker procedure for users

- Registration procedure of personal radiation dosimeter-

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

At the J-PARC Center Users Office, you must take radiation safety training (once a Fiscal Year) before getting a dosimeter to work in the radiation controlled area. Please refer to the safety training for details.

→ Learn more about <u>safety training</u>.

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New registration and Renew registration

New registration is for users who comes at first time, or did NOT attended radiation safety training or did NOT submitted application form in previous fiscal year.

Renew registration is for users who have attended radiation safety training and submitted application form in previous fiscal year, those who have completed these two procedures are registered as a J-PARC radiation worker. Users who registered J-PARC radiation worker registration is applicable to renew the registration. In case of changing institute/affiliation are also applicable for renew registration.

Apply

Download the format and fill in, send the file by e-mail.

1) Download the application form

Important note: User registration or activation of your page must be finished in advance.

- 1. Login to <u>User Portal System</u>
- 2. Click [Administrative Procedures for Visiting KEK/J-PARC] > [1.Administration relating to your visit] > Next > Administrative tasks
- 3. Download Radiation Worker Registration Form JFY 2021 (Choose format from Excel and PDF.)
- 4. Open the file and fill in the form as necessary.

Change points from JFY 2021

- ✓ Signatures (seals) of head of division, affiliation and radiation control officer is abolished.
- ✓ Users who are eligible to **Renew Registration** (see previous chapter), use the format "Radiation Worker <u>Renew</u> Registration Form (Form 2-1(d)" which the exposure record and education training date are not required. (No entry form on the application.)

There are two types of application form in one file;

- "Radiation Worker Registration Form (Form 2-1(b)" for NEW
- "Radiation Worker Renew Registration Form (Form 2-1(d)" for RENEW.

Both types are combined in the download file, so please fill in the applicable form and submit only one.

2) Send in e-mail, deadline

Submit the filled form to Users Office by e-mail no later than 2 weeks prior before starting work at J-PARC.

For security, please lock the file as appropriate.

Note: Mail (by post) is also available.

Print out with white size A4 paper to post at our mailing address.

- If you do not meet your deadline, your OSL badge may not be issued in time.
- Please contact us if you are in a hurry.

3) Please submit form after reading the notes below.

Format

- When applying, please be sure to download the latest form from User Support Systems.
- In the following cases, we will not accept it as the form is not suitable, so you will need to resubmit it.
 - When the person who is eligible for continuous registration should submit "Form 2-1 (b) Radiation Worker Registration Form"
 - 2. When the person who is **not** eligible for continuous registration should submit "Form 2-1 (d) Radiation Worker Renew Registration Form "

If you are not sure the proper format you apply to, please contact Users Office.

About the abolition of the seal column/signatures

- With the recent trend of abolishing the seal of government agencies, we have abolished the request for a seal
 and signature in the J-PARC format, but be sure to obtain the consent of the director and radiation control
 manager of the affiliation before sending to J-PARC.
- The stamp and signatures column has been abolished from the form, but you can stamp or sign it if necessary for the duty procedure at your affiliation. We welcome the stamped/signed item as before. In this case, please submit it as a paper medium (original) by mail or bring. Even when you submit a copy, it is required to submit the original.
- If case of entering the name, address, name, etc. with stamps and hand-writing, it's not required to submit the paper medium (original) by mail.

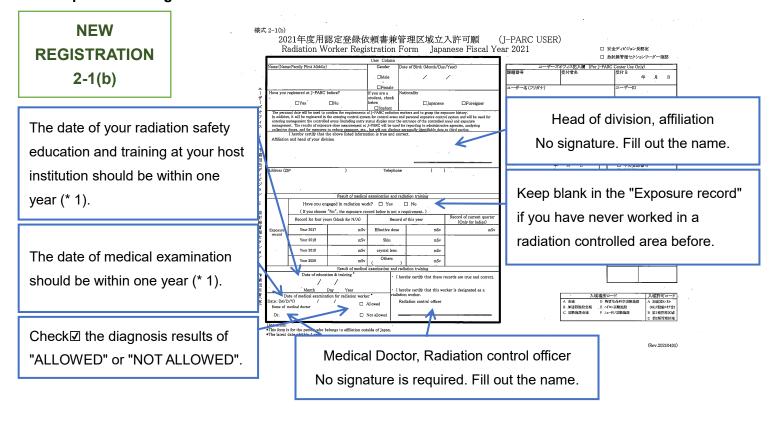
When correcting the description

- Documents corrected with correction fluid (white-out), sand eraser, etc. cannot be accepted. Please create it again.
- Please re-create (re-enter) without making corrections with the correction mark. However, if it is stamped in the operation of the affiliation, correction with the correction stamp and signature are permitted as before.

About health checkup

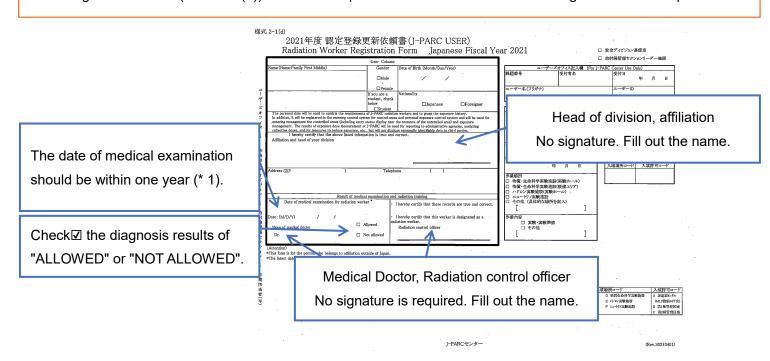
- Please enter the date of implementation of special medical examinations based on the Act on the Regulation of Radioactive Isotopes, Ionizing Radiation Hazard Prevention Regulations, etc. within 6 months (for students and those belonging to Institutions outside Japan, within 1 year (* 1)).
 - (* 1) The expiration date is within one year or six months from the date of submission of the documents at Users Office.
- If the result of the medical examination is "abnormal" or "follow-up", there is no problem if the doctor judges that "engagement is possible". Even if the result is "abnormal" or "follow-up", it will be the judgment of the doctor to whom you belong. If it is determined that you cannot engage, please contact the User's Office.
- Exsamples of Japanese format for Japanese institute

Examples for Filling Out



FOR RENEW 2-1(d)

Applicants who have attended radiation safety training at J-PARC use the format "Radiation Worker Renew Registration Form (Form 2-1(d))" which the exposure record and education training date are not required.



Update Procedures to renew registration

Users who have registered J-PARC radiation registration previous fiscal year, can apply for Update Procedure.

Users who have used a J-PARC dosimeter last fiscal year are eligible to renew registration. Both of attending J-PARC radiation safety training and submitting of application form are the requirements for J-PARC radiation registration. If it's not met the requirements, such as either one of above requirements or registration was done over 2 years ago, please follow to <u>registration for new users</u>. In case of changing institute/affiliation are also applicable to update.

Use

Radiation Worker Renew Registration Form (Form 2-1(d))

format

Based on the date of visit, carefully select either of procedure.

For users who

- continue to use a dosimeter to update at periodic replacement in the end of March, staying for long-term
- will visit in April.

Please apply for periodic replacement of dosimeter.

This is an annual renewal method for certain period of time in February and March.

Applicable period

from mid-February to mid-March

Details will be updated at Users Office website in the mid of February.

Apply

Make sure that in order to be prepared new OSL badge in the end of March (at the time of periodic replacement), following two procedures are required by applicant.

1. Submit Application form to visit J-PARC (visiting from April) by mid of March.

Make sure to fill in the remarks column to inform us that you really need a badge replacement (fill out as "I apply for update my OSL badge."). OSL badge will be replaced in the last two days in March. Please change your badge to new badge at Users Office.

2. Submit Radiation Worker Registration Form by the due date.

Attach a file to e-mail and send to j-uo@ml.j-parc.jp.

Other than above, submit the filled form to the Users Office by e-mail no later than 2 weeks prior before starting work at J-PARC.

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.