

- Registration procedure of personal radiation dosimeter-

In order to perform radiation work at J-PARC, the following three conditions must be met.

◆ **Registered as a radiation worker at your institution.**

The MLF Experimental Building, Hadron Hall, and tunnels are radiation controlled areas, so please apply for a personal dosimeter. The same applies when entering other radiation controlled areas listed above.

IMPORTANT: Applicant should have been educated and get medical check-up before applying for the radiation worker at J-PARC before visiting J-PARC.

Please be sure that the date of your radiation safety education and training at your host institution should be within one year, and the date of medical examination should be within one year, are required to be registered.

◆ **Apply for a radiation worker at J-PARC** and get issued a personal dosimeter.

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 before the first day of visit**

You must take online radiation safety course before arrival, and receive J-PARC dosimeter to work in the radiation-controlled area. Radiation safety course is required to attend once a Fiscal Year (from April to March). Please refer to the safety training for details.

→ Learn more about [safety training](#).

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

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 Personal dosimeter 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.
 1. 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 the form

NEW REGISTRATION 2-1(b)

User Column												
Name (Name: Family First Middle)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (Month/Day/Year)										
Have you registered at J-PARC before? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you are a student, check below <input type="checkbox"/> Student	Nationality <input type="checkbox"/> Japanese <input type="checkbox"/> Foreigner										
<p>The personal data will be used to confirm the requirements of J-PARC radiation workers and to grasp the exposure history. In addition, it will be registered in the entering control system for control areas and personal exposure control system and will be used for entering management the controlled areas (including entry status display near the entrance of the controlled area) and exposure management. The results of exposure dose measurement at J-PARC will be used for reporting to administrative agencies, analyzing collective doses, and for measures to reduce exposure, etc., but will not disclose personally identifiable data to third parties.</p> <p>I hereby certify that the above listed information is true and correct.</p>												
Affiliation and head of your division												
<div style="border: 1px solid red; padding: 5px; display: inline-block;"> <p>Head of division, affiliation No signature. Fill out the name.</p> </div>												
Address (ZIP)												
Result of medical examination and radiation training												
Have you engaged in radiation work? <input type="checkbox"/> Yes <input type="checkbox"/> No (If you choose "No", the exposure record below is not a requirement.)												
Record for four years (blank for N/A)		Record of this year										
<table border="1"> <thead> <tr> <th>Exposure record</th> <th>Eye lens</th> </tr> </thead> <tbody> <tr><td>mSv</td><td>mSv</td></tr> <tr><td>mSv</td><td>mSv</td></tr> <tr><td>mSv</td><td>mSv</td></tr> <tr><td>mSv</td><td>mSv</td></tr> </tbody> </table>		Exposure record	Eye lens	mSv	mSv	mSv	mSv	mSv	mSv	mSv	mSv	<p>Keep blank in the "Exposure record" if you have never worked in a radiation controlled area before.</p>
Exposure record	Eye lens											
mSv	mSv											
mSv	mSv											
mSv	mSv											
mSv	mSv											
Result of medical examination and radiation training												
<p>Date of education & training</p> <p>Month / Day / Year</p> <p>Date of medical examination for radiation worker</p> <p>Name of medical doctor</p> <p>Dr. <input type="checkbox"/> Allowed <input type="checkbox"/> Not allowed</p>		<p>I hereby certify that these records are true and correct.</p> <p>I hereby certify that this worker is designated as a radiation worker.</p> <p>Radiation control officer</p>										

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).

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

Medical Doctor, Radiation control officer
No signature is required. Fill out the name.

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 [registration for new users](#).
- 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, and or staying for long-term
- will visit in April.

Applying for periodic replacement of dosimeter must be done by the due date.

■ Applicable period

from mid-February to mid-March

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

■ Apply

New Personal dosimeter will be prepared 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**.

Personal dosimeter will be replaced in the last two days in March 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**. [e-mail, deadline](#)

Periodic replacement of personal dosimeters (review of operational methods)

For long-term or year-round stayers, advance application is required for periodic replacement of dosimeters.

After April 2024, **users who wish to receive quarterly replacement of dosimeter for every 3 months starting from April, July, October, or January, must apply to Users Office by the 15th of the month of replacement.** If there is no application submitted, a new dosimeter will not be prepared so please return it without replacing it.

What was revised?

Once the dosimeter is collected, a new dosimeter will be issued for periodic replacement. After April 2024, if you wish to receive a personal dosimeter for the next quarter, you must request by the 15th of the month of replacement.

NOTE: Women who exchange monthly only need to apply every three months.

How to apply:

Please submit the "J-PARC Admission Application Form" stating the period of use.

[Application deadline--- Periodic replacement of personal dosimeters \(review of operational methods\) \(2024-\)](#)

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.