

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 [safety training](#).

CONTENTS

New registration and Renew registration	2
Apply	2
1) Download the application form	2
2) Send in e-mail, deadline	2
Examples for Filling Out	3
Notes	3
Update Procedures to renew registration.....	4
Related procedures	5
Modification	5
Deregistration.....	5
Annual renewal	5

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 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 Renew 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 the 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 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.

Examples for Filling Out

NEW REGISTRATION 2-1(b)

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".

2021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 2021

Mode 2-1(b)

安全デビジョン長認定 放射線管理センターリーダー認定

ユーザーズオフィス記入欄 (For J-PARC Center Use Only)

課題番号 受付番号 受付日 年 月 日

ユーザー名(フリガナ) ユーザーID

Name (Name: Family First Middle) Gender Male Female Date of Birth (Month/Day/Year)

If you are a student, check below Student Japanese Foreigner

Nationality

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. I hereby certify that the above listed information is true and correct.

Affiliation and head of your division

Address (ZIP) Telephone

Result of medical examination and radiation training

Have you engaged in radiation work? Yes 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	
Year	Dose	Year	Dose
Year 2017	mSv	Effective dose	mSv
Year 2018	mSv	Shin	mSv
Year 2019	mSv	crystal lens	mSv
Year 2020	mSv	Others	mSv

Record of current quarter (Only for ladies)

Result of medical examination and radiation training

Date of education & training *
Month Day Year

I hereby certify that these records are true and correct.

Date of medical examination for radiation worker *
Date: (M/D/Y) / /

Name of medical doctor Allowed Not allowed

Dr. Allowed Not allowed

I hereby certify that this worker is designated as a radiation worker.
Radiation control officer

(Attention)
*This form is for the person who belongs to affiliation outside of Japan.
*The latest date

入場場所コード 入場許可コード

A 全線	D 物質生命科学実験施設	A 加速器ホール
B 加速器施設	E 物質生命科学実験施設(数値エリア)	B 加速器ホール
C 加速器施設	F 加速器施設	C 加速器ホール
		D 加速器施設

(Rev.2021.04.01)

Head of division, affiliation
No signature. Fill out the name.

Keep blank in the "Exposure record" if you have never worked in a radiation controlled area before.

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.

2021年度 認定登録更新依頼書 (J-PARC USER) Radiation Worker Registration Form Japanese Fiscal Year 2021

Mode 2-1(d)

安全デビジョン長認定 放射線管理センターリーダー認定

ユーザーズオフィス記入欄 (For J-PARC Center Use Only)

課題番号 受付番号 受付日 年 月 日

ユーザー名(フリガナ) ユーザーID

Name (Name: Family First Middle) Gender Male Female Date of Birth (Month/Day/Year)

If you are a student, check below Student Japanese Foreigner

Nationality

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. I hereby certify that the above listed information is true and correct.

Affiliation and head of your division

Address (ZIP) Telephone

Result of medical examination and radiation training

Date of medical examination for radiation worker *
Date: (M/D/Y) / /

Name of medical doctor Allowed Not allowed

Dr. Allowed Not allowed

I hereby certify that these records are true and correct.

I hereby certify that this worker is designated as a radiation worker.
Radiation control officer

(Attention)
*This form is for the person who belongs to affiliation outside of Japan.
*The latest date

作業場所 物質・生命科学実験施設(実験ホール) 物質・生命科学実験施設(数値エリア) ハンドル実験施設(実験ホール) ニュートリン実験施設 その他 (具体的な場所を記入)

作業内容 実験・実験準備 その他

入場場所コード 入場許可コード

D 物質生命科学実験施設	A 加速器ホール
E 物質生命科学実験施設(数値エリア)	B 加速器ホール
F 加速器施設	C 加速器ホール
	D 加速器施設

(Rev.2021.04.01)

Head of division, affiliation
No signature. Fill out the name.

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.

Notes

- Download most current form from the User Portal. Otherwise, the application will be declined.
- Do not use white-out to correct information. Please re-enter to the form.
- (* 1) The expiration date is within one year or six months from the date of receipt of the documents at Users Office.
- [Exsamples of Japanese format for Japanese institute](#)

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, 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 end of April. Because it's the end and starting of Fiscal Year, most of Institute and their Administration Department are not ready to work for your document usually. Users Office place a moratorium on submitting Radiation Worker Registration Form. 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.