

# How to Register as a Radiation Worker for KEK Employees and KEK students affiliated with the KEK Tokai Campus

## Person Concerned

- Employees belonging to the KEK Tokai Campus (including foreign researchers invited by KEK)
- KEK students who belong to the KEK Tokai Campus
  - SOKENDAI graduate students
  - Students hosted at KEK under agreements with universities
- Special Research students (who is mainly responsible at the KEK Tokai Campus)

\*Employees and students affiliated with the KEK Tsukuba Campus are not included in this target group.

## Contact Information

Radiation Control Office

Radiation Control Building in the KEK Tsukuba Campus, 1F  
TEL: 5495 (ex.), 029-864-5495, E-mail: rad-office@ml.post.kek.jp  
Business hours: 9:00-12:00 and 13:00-16:00 on weekdays

## Procedure Flow

### 1. Paper preparation for registration

<Required Document> **Form No. 10**

Request the Radiation Control Section in Tokai Campus to prepare **Form No.10** for the applicant by **e-mail**. (To: TC\_RadMng@ml.post.kek.jp)

\*It is not necessary to prepare Form No.9-2.

<Additional Document: In the case of a female applicant> **Form No. 11**

Since the exposure control criteria change for "pregnant women" or "infertile women or women who do not intend to become pregnant," the applicant should complete **Form No.11** if necessary.

### 2. Submission of the registration papers to the Radiation Control Office

The registration documents will be submitted to the Radiation Control Office from the Radiation Control Section in Tokai Campus.

### 3. Radiation safety training

The link address for the radiation safety training video will be e-mailed from Radiation Control Office. Access the link address and take the 60-minute video training. After the video training, a comprehension test must be submitted to the Radiation Control Office via e-mail.

\* However, if in-person radiation safety training course has not been taken at the Tsukuba Campus, it will be an in-person training course.

### 4. Issuance of a personal dosimeter

After the radiation safety training is completed, Radiation Control Office will contact the applicant to provide a personal dosimeter.

### 5. Data writing on the applicant's KEK ID card at Radiation Reception

Radiation Reception

Radiation Reception Building in the KEK Tsukuba Campus  
TEL: 3500 (ex.), 029-864-5496, E-mail: kek3500@ml.post.kek.jp  
Business hours: 8:30-12:00 and 13:00-18:30 on weekdays

### 6. Radiation work start

## Annual Renewal

No annual renewal procedure is required. But the applicant must attend refresher radiation safety training annually and replace the applicant's personal dosimeter every month. If the applicant does not follow these rules, the registration may not be forcibly terminated.

June 12, 2024