

How to Register as a Radiation Worker for Collaborators (PF, PF-AR, and Slow Positron Users)

<Note: "PF-AR Test Beam Line" users [do not apply to](#) this procedure.>

Contact Information

Radiation Reception

Radiation Reception Building

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

<Only inquiries about women's exposure control>

Radiation Control Office

Radiation Control Building, 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 paper> **Form No. 10**

Create **Form No. 10** using the Users Support System (https://krs.kek.jp/uskek/ui/UI_00000E). The seals of the representative and radiation safety supervisor of the applicant's institute are required. If the applicant belongs to a foreign institute, the sign of the radiation safety supervisor is not required.

<Additional paper 1: In 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.

<Additional paper 2: In case of exposure the year> **Copy of exposure record**

Prepare a copy of the applicant's exposure record if the applicant is a radiation worker taking more than 5 mSv for males and 1 mSv for females in the current fiscal year.

<Additional paper 3: In case of exposure the previous year> **Copy of medical examination report**

Prepare **a copy of the applicant's medical examination report** for radiation workers if the applicant is a radiation worker who has taken more than 1 mSv in the previous fiscal year.

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

Mailing address: Radiation Control Office, High Energy Accelerator Research Organization (KEK),
1-1 Oho, Tsukuba, Ibaraki 305-0801, JAPAN

Must arrive at Radiation Control Office at least two business days before the visit. Sending methods with tracking services are recommended. **Submitting the registration documents as early as possible is recommended to allow for a longer e-learning period in advance.**

3. Confirmation of the approval status for the registration papers on the User Support System

When the registration papers are received and accepted by Radiation Control Office, the registration status changes to "Completed." It takes 1 to 2 business days after the registration papers are received, even if the papers are complete. **If the registration status is not changed to "Completed," please contact the Radiation Reception.**

4. E-learning of the radiation safety training for PF users

After the approval status for the registration papers changes to "Completed," the e-learning of the radiation safety training for the PF users can be taken. The link to take the e-learning will appear on the User Support System. The radiation safety training consists of a 30-minute video and a comprehension test. After the test is passed, print out "the PF Radiation Safety Training Record" and fill out the required information. **The e-learning must be completed before visiting KEK.**

5. Submission of the PF Radiation Safety Training Record at KEK

The applicant brings the PF Radiation Safety Training Record and submits it to PF Radiation Reception Desk (PF Light Source Building, 1F).

6. Issuance of a personal dosimeter and start radiation work.

The personal dosimeter is received at PF Radiation Reception Desk.

Annual Renewal

The registration of the radiation worker expires at the end of the Japanese fiscal year. **Renewal procedures are required annually.** After April 1, no radiation work will be allowed for persons whose registration has expired.

June 26, 2023