

## How to Register as a Radiation Worker for Collaborators (Other users except for PF, PF-AR, and slow positron users)

<Note: "PF-AR Test Beam Line" users [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](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 period.

<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 period.

#### 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.

#### 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. If the applicant comes to KEK without completing the registration, it may cause trouble.**

#### 4. Radiation safety training at the first visit of the Japanese fiscal year.

Location: Radiation Reception

Video training: 30 minutes (90 minutes for persons affiliated with foreign institutions)

Last entry time: 11:30 in the morning, 18:00 in the afternoon

\*Last entry time for persons affiliated with foreign institutions: 17:00

#### 5. Issuance of a personal dosimeter and radiation work start

Radiation Reception will designate a pickup place for the personal dosimeter.

### 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