

How to Register as a Radiation Worker for KEK Employees and KEK Students Affiliated with the KEK Tsukuba Campus

Person Concerned

- Employees belonging to the KEK Tsukuba Campus*1 (including foreign researchers invited by KEK)
- Students affiliated with the KEK Tsukuba Campus*1
 - SOKENDAI graduate students
 - Students hosted at KEK under agreements with universities
- Special research students*2 (who are mainly responsible at the KEK Tsukuba Campus)

*1: Employees and students affiliated with the KEK Tokai Campus are not included in this target group.

*2: Special research students whose university are primarily responsible for radiation control should follow the procedures for collaborators.

Contact Information

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 papers> **Form No. 4** and "**Record of radiation related training**"

Prepare **Form No.4** and "**Record of radiation related training.**"

<Additional paper 1: In case there is a history as a radiation worker> **Certificate of exposures**

Obtain a **certificate of all previous exposures** prepared by the applicant's former institute or workplace.

<Additional paper 2: In the case of a special research student> **Form No.5**

Prepare **Form No.5.**

<Additional paper 3: 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

3. Radiation safety training and medical examination

Radiation safety training: Radiation Control Office will designate the date, time, and location.

Medical examinations: Medical examinations will be instructed by the Health Consultation Office.

4. Issuance of a personal dosimeter

Upon completion of the radiation safety training and medical examination, Radiation Control Office will contact the applicant to provide a personal dosimeter after receiving permission from the KEK Director.

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

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

6. Radiation work start

Annual Renewal

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

November 20, 2024