

Procedures for Entering Radiation Controlled Areas for KEK Employees and KEK Students

Contact Information

Radiation Reception

- Location: Radiation Reception Building
- Internal: 3500
- External: +81-29-864-5496
- E-mail: kek3500@ml.post.kek.jp
- Hours: Weekdays 8:30–12:00 and 13:00–18:00

Entry Procedures

Case 1: For Areas Accessible with Your Own ID Card

- No special procedures are required.
- You must wear a personal dosimeter at all times.
- If entering areas where an alarm dosimeter is required, you must wear it.
- If the alarm dosimeter sounds, stop work immediately and contact the Radiation Reception.

Case 2: For Areas Not Accessible with Your Own ID Card

- You must be a registered radiation worker.
- Submit the "Application for Work Permit in Radiation Controlled Areas (Form No. 2)" to the Radiation Reception or the relevant Radiation Reception Desks, and borrow an ID card to enter.
- Some areas require additional general safety authorization.
- You must wear a personal dosimeter at all times.
- If entering areas where an alarm dosimeter is required, you must wear it.
- If the alarm dosimeter sounds, stop work immediately and contact the Radiation Reception.

When Entry Areas Change

- Accessible areas are specified on the reverse side of the "Application for Radiation Worker Certification (Form No. 4)" in accordance with job duties.
- If your affiliation or job responsibilities change and your accessible areas need to be updated, contact the Radiation Reception.

Other Notes

For work in the Tsukuba Experimental Hall, Fuji Experimental Hall, North Counter Hall, and surrounding areas (former PS experimental facilities), submission of a "General Work Plan" is required. (This is not handled by the Radiation Control Office. Please refer to the IPNS Safety Group website below for procedures.)

<https://research.kek.jp/group/ipns-safety/>