

# How to lodge the form10"Statement of Acceptance as Radiation Workers"

You are required to register as Radiation Workers before entering into the radiation area in KEK. In order to do so, you need to submit the form 10 "the Statement" from your portal site every year.

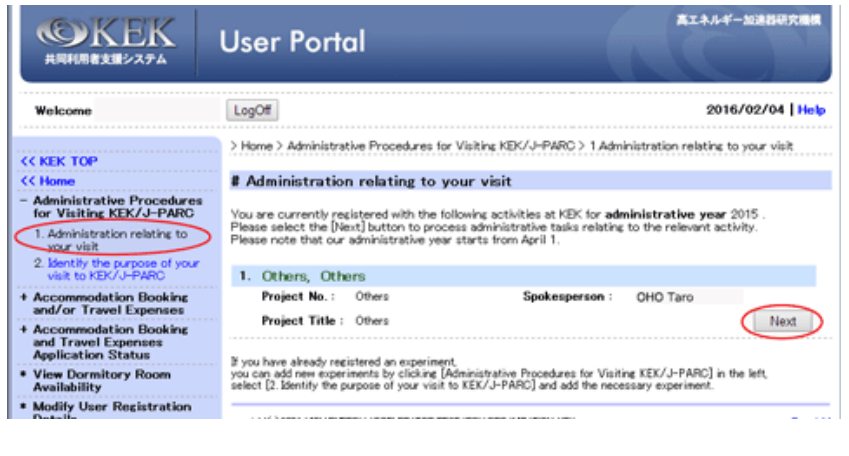

Please refer to the article of a Leader in charge and also read the web site on our Radiation Safety Control System to know more necessary information. <http://rcwww.kek.jp/index-e.html>

.....

Please enter from your User Portal

Left-side hand of screen 「Administrative Procedures for Visiting KEK/J-PARC」

⇒ 「1. Administration relating to your visit」

|  |   |
|--|---|
| <p>1)<br/>「Administrative Procedures for Visiting KEK/J-PARC」<br/>↓<br/>「1. Administration relating to your visit」<br/>Please click 「Next」button.</p>                  |    |
| <p>2)<br/>「Administrative tasks」<br/>Please click 「Generate」button of "Statement of Acceptance (Radiation Safety)".</p>  |   |
| <p>3)<br/>「Cautions for Conducting Radiation Work at KEK for Visitors」<br/>Please read the Letter of Agreement for Experiments carefully and click 「Agree」 button.</p> | <p>6. KEK will keep track of your radiation dose in association with the work you conduct at KEK. However, KEK cannot conduct the record keeping of all the radiation doses you may receive elsewhere. If KEK finds that your monthly dose from the radiation work at KEK exceeds the detection limit (0.1mSv /month or more for X-rays, gamma-rays, beta-rays and thermal neutrons, and 0.2mSv/month or more for fast neutrons), KEK will notify you. You may be assured that your dose is below detection limit if you do not hear from us. For inquiries, contact the Front-desk of RCO. Note that the period of 2 or 3 months is necessary to find the result.</p> <p>7. KEK intends to keep your radiation dose below 0.5 mSv/day (male) and 0.3 mSv/day (female); 1.0 mSv/week (male) and 0.5 mSv/week (female). If your home institution or company requires a tighter dose control, it is up to them to ensure that such a requirement be met.</p> <p>8. If your annual dose in the previous fiscal year exceeds 1mSv, you have to report the dose value and submit a copy of your health exam sheet in addition.</p> <p>9. When conducting radiation work, you have to follow KEK's radiation safety rules as found in "Summary of Radiation Safety Practices at KEK -For Visiting Radiation Workers-". If you are a contractor's employee, you have to consult the designated personnel from KEK to ensure work safety.</p> <p>10. Inquiries on radiation work at KEK can be directed at the Front-desk of RSCO (ext.3500) and designated personnel from KEK.</p> <p>Please read the Letter of Agreement for Experiments carefully and click the 「Agree」 button to enter.</p> <p><b>Agree</b> Clear&amp;Close</p> |

4)

### 「Statement of Acceptance (Radiation Safety)」

- ① Please choose 「new entry」 or 「reentry」.  
If this time is reentry, please put last year.
- ② Please fill in necessary items.
- ③ Click 「Submit」 button.

#### #Statement of Acceptance(Radiation Safety)

To : Director General, KEK  
HIGH ENERGY ACCELERATOR RESEARCH ORGANIZATION

Date 2016 / 02 / 04

① new entry (Last entry (yyyy) )

|                                   |                                 |   |
|-----------------------------------|---------------------------------|---|
| Person concerned                  | Name                            |   |
|                                   | Gender                          |   |
|                                   | Email                           |   |
|                                   | Date of Birth                   | / /   |
|                                   | Job title                       | その他   |
|                                   | Zip code                        | -   |
|                                   | Address                         |   |
| TEL                               |                                 |   |
| Affiliation                       | Name                            | High Energy Accelerator Research Organization |
|                                   | Director                        |   |
|                                   | Zip code                        | 305 - 0801                                    |
|                                   | Address                         | 1-1, Oho, TSUKUBA 305-0801                    |
|                                   | TEL                             | 3013  |
| Reason for registration           | Please select. Other( )         |   |
| Facilities concerned in KEK       | Please select. Other( )         |   |
| Period of association with KEK    | 2016 / 02 / 04 - 2016 / 02 / 04 |   |
| Status in KEK                     | other<br>Other ( )              |   |
| If collaborating in an experiment | Group name                      |   |
|                                   | Responsible person's name       |   |

I have read the pamphlet "Summary of Radiation Safety Practices at KEK" and have understood KEK's radiation safety policies. I will comply with all rules and accept all conditions for radiation works in KEK.

Name (Printed)

③ Please click the [Submit] button to enter the above details.

Submit Clear&Close

5)

### 「Statement of Acceptance (Radiation Safety)」

Please click 「Close」 button  
 ✖ You must print out and sing it.  
 Please be aware that you cannot print out the form unless the pop-up blocker is turned off.

#### #Statement of Acceptance (Radiation Safety)

This application is succeed.

You MUST print out and sing it. Click [Print/Save] button on the "Administrative tasks" page. A PDF version of the document will open in a separate window for you to save or print. Please be aware that you cannot print out the form unless the pop-up blocker is turned off.

The form also requires the signature of your leader in the affiliation.

After completing the procedures so far, please send it to KEK Radiation Science Center by mail or fax it. You can find the mailing address and fax number at "4.Notes" on the "Administrative tasks" page.

If you fax it, please make sure to bring the original form when you come to KEK.

Close

6) Print out Form 10.

### 「Administrative Procedures for Visiting KEK/J-PARC」



### 「1. Administration relating to your visit」

### 「Administrative tasks」

Please click 「Print/Save」 button

KEK 共同利用者支援システム User Portal 高エネルギー加速器研究機構

Welcome LogOff 2016/02/04

| Form Title  | Beam line<br>Beam time | Required | Completed |                     |
|---|------------------------|----------|-----------|---------------------|
| Consent and User Registration Form                                  | -                      | No       | Yes       | Print/Save          |
| Notification of Dispatch  | -                      | No       | No        | Submit              |
| Application for Wireless LAN access (Tsukuba Campus)                | -                      | No       | No        | Submit              |
| Request for bank account number registration & changes (Japan only) | -                      | No       | No        | Submit              |
| Statement of Acceptance (Radiation Safety)                          | -                      | No       | Yes       | Generate Print/Save |
| Supercomputer User Account Application Form                         | -                      | No       | No        | Generate            |
| KEK Computing Research Center System Application Form               | -                      | No       | No        | Generate            |
| J-PARC Card   | -                      | No       | No        | Submit              |
| Registration for gathering  | -                      | No       | No        | Submit              |

7) Form 10.

「Statement of Acceptance」 &  
「Certificate by Radiation  
Safety Officer in Home  
Institute」

Please fill in necessary items  
and sign it, Then sent it to KEK  
Radiation Science Center.

**Address:**

Radiation Science Center, KEK  
Oho 1-1, Tsukuba, Ibarak, Japan.  
Post cord 305-0801  
Tel/Fax: +81-29-864-5495/1993

様式第 10 号 (Form 10) 高エネルギー加速器研究機構  
No. 58632

Statement of Acceptance 16/02/04

|  |   |   |                             |                   |                          |           |     |
|--|---|---|-----------------------------|-------------------|--------------------------|-----------|-----|
| <input checked="" type="checkbox"/> New <input type="checkbox"/> Entry (recent entry year: ) |   | 供養費   |                             | 機構長               | 放射線取扱主任者                 | 放射線管理部長   |     |
| Person concerned   | Name as on passport                                   | First name<br>Surname                               | Gender                      | Female            | Date of birth (yy/mm/dd) | Job title | その他 |
|  | Address   |   | TEL/FAX:                    |                   |                          |           |     |
| Affiliation  | Name  | High Energy Accelerator Research Org<br>association | Director                    |                   |                          |           |     |
|  | Address   |   | TEL/FAX: 303                |                   |                          |           |     |
| Reason for registration  | Other (Other)   |   | Facilities concerned in KEK | Others (Other)    |                          |           |     |
|  | 16/02/04<br>or<br>16/02/04<br>in the form of yy/mm/dd |   | Status in KEK               | KEK User (hadron) |                          |           |     |
| If collaborating in an experiment  | Group name  |   |                             |                   |                          |           |     |
|  | Responsible person's name                             |   |                             |                   |                          |           |     |

I have read the pamphlet "Summary of Radiation Safety Practices at KEK" and have understood KEK's radiation safety policies. I will comply with all rules and accept all conditions for radiation works at KEK.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name (Printed) Joy ABCD

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**Certificate by Radiation Safety Officer in Home Institute**

Name of applicant: (last first middle) Joy ABCD

Occupational radiation exposure record in the previous year:  below 1 mSv  exceed 1 mSv (\_\_\_\_\_ mSv)

Medical examination:

The applicant received a medical examination as required:  Yes  No

Any physical abnormalities?  Yes  No (If Yes, the certificate of health may be requested)

Training in radiation protection:

The applicant attended training in radiation protection as requested:  Yes  No

He/She has sufficient knowledge on radiation protection:  Yes  No

To Director General, KEK  
HIGH ENERGY ACCELERATOR RESEARCH ORGANIZATION

I certify that the above statements are correct and that the above person is a radiation worker at the affiliation in home Institute.

I consent that he/she is allowed to execute radiation works at KEK during the period from 16/02/04 to 16/02/04 (yy/mm/dd).


Date \_\_\_\_\_

Signature \_\_\_\_\_

Name (Printed) \_\_\_\_\_

Position \_\_\_\_\_

Institute \_\_\_\_\_



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2016.02.18