

V. For Researchers at Overseas Institutions that has a Radiation Safety Officer:

In order to work in the radiation controlled area at RCNP, **you have to be registered as a Radiation Worker at RCNP on a Japanese Fiscal Year (JFY) basis (from April 1 to March 31 of the following year).**

The following describes the necessary procedure for the registration.

New Registrants (including those who did not complete the registration process in the previous JFY)

<What You Need to Do before Coming to RCNP>

1. Submit Application Form

[Application Form for a Cooperative User and Registration Form as a Radiation Worker](#)

For the above document, please send us the completed form in pdf format prior to the approval by the head of your institution (**Deadline: 2 weeks before the first visit in each JFY**).

After we confirm that the document is complete, please submit the original document which has been approved by your department head, by postal mail or in person to Radiation Control Office (radiation-control@rcnp.osaka-u.ac.jp).

To conduct experiments in RCNP, **you are required to follow Japanese law**. Therefore, the date of your recent education and training on Radiation Protection **must be within the previous or current JFY (from April 1 to March 31 of the following year)**, and the date of your recent health surveillance **must be within a year.**

2. Take RCNP Education and Training for New Registrants

If you are registering as a radiation worker for the first time at your organization this year, please complete the initial training course at your organization before taking this course.

[RCNP Radiation Worker Training Webpage](#)

You are required to study on the following two items:

- 1) Safety Handling
- 2) Radiation Hazards Prevention Program

After studying the above two items on the slides, please take the "Short Examination" and submit your answers by email to Radiation Control Office (radiation-control@rcnp.osaka-u.ac.jp).

Once you pass the test, you are allowed to enter the controlled area until the end of the current JFY.

3. **Fill Out the Schedule of Experimental Visit Form**

We issue personal dosimeters to all external users, so please wear your personal dosimeter while in the controlled area, even if you have one from your institution.

If you have decided on a schedule for your visit, please fill out the [Schedule of Experimental Visit Form](#) in advance of each visit.

If you are coming to RCNP as a group, please enter all the members together by the representative of the group..

(If you are registering for the Access System (See 4), please enter the date and time of your visit on this form.)

We will prepare your personal dosimeter after you have filled out the form.

If you don't have an IC (Felica) card for the Access System to the controlled area, you may borrow a temporary card, so please remember to request one when you notify us the schedule of your experiment at RCNP.

<What You Need to Do after Coming to RCNP>

4. **Register for the Access System** (This procedure is not required if you have already registered and do not wish to change your registration information.)

If you are entering the RCNP controlled area for the first time, or if you have already registered and wish to change your registration information, please come to Radiation Control Office on the 2nd floor of the Main Building (in the “Mebae” Office) before entering the controlled area to register for the Access System to the controlled area (IC card / fingerprint identification).

5. **On-the-Job Training** (On-site Education and Training)

Upon entering the Controlled Area at RCNP for the first time, new registrants are required to take On-the-Job Training (at least 1 hour) with an instructor who has extensive experience in radiation work at RCNP.

Upon completion of the OJT, the new registrant must submit OJT Completion Report.

[OJT Completion Report](#)

■ Notes

1. Personal Dose Report

After the results of quarterly measurements (June, September, December, and March) are available, two copies will be sent to the address indicated on the application form for each person (one for the person himself/herself and one for the office) for three months.

However, if there is any exposure in terms of effective dose, we will contact you on a case-by-case basis.

If the addresses are the same, we will send the reports to the representative of the applicant at once.

If you wish to receive the report monthly or individually, please contact Radiation Control Office.

2. Schedule of Experimental Visit Form

Please fill out the Schedule of Experimental Visit Form in advance of each visit to RCNP.

After the form is filled out, we will prepare your personal dosimeter.

If you need to cancel or postpone your visit, please contact us by e-mail.

If a new date is decided, please fill out the form again.

[Schedule of Experimental Visit Form](#)

For submission of documents, test answers and inquiries, please contact to :

Radiation Control Office, RCNP

E-mail : radiation-control@rcnp.osaka-u.ac.jp Tel:+81-6-6879-8830

Address : Radiation Control Office, Research Center for Nuclear Physics, Osaka University
10-1 Mihogaoka, Ibaraki, Osaka 567-0047, Japan

Continuing Registrants (those who have completed registration for the previous JFY)

<What You Need to Do before Coming to RCNP>

1. Submit Application Form

[Application Form for a Cooperative User and Registration Form as a Radiation Worker](#)

For the above document, please send us the completed forms in pdf format prior to the approval by the head of your institution (**Deadline: 10 days before the first visit in each JFY**).

After we confirm that the document is complete, please submit the original document which has been approved by your department head, by postal mail or in person to Radiation Control Office (radiation-control@rcnp.osaka-u.ac.jp).

After we receive your original document, you are allowed to enter the controlled area until the end of the current JFY.

To conduct experiments in RCNP, **you are required to follow Japanese law**. Therefore, the date of your recent education and training on Radiation Protection **must be within the previous or current JFY (from April 1 to March 31 of the following year)**, and the date of your recent health surveillance **must be within a year**.

2. Fill Out the Schedule of Experimental Visit Form

We issue personal dosimeters to all external users, so please wear your personal dosimeter while in the controlled area, even if you have one from your institution.

If you have decided on a schedule for your visit, please fill out the [Schedule of Experimental Visit Form](#) in advance of each visit.

If you are coming to RCNP as a group, If you are coming to the office in a group, please enter all the members together by the representative of the group..

(If you are registering for the Access System (See 4), please enter the date and time of your visit on this form.)

We will prepare your personal dosimeter after you have filled out the form.

If you don't have an IC (Felica) card for the Access System to the controlled area, you may borrow a temporary card, so please remember to request one when you notify us the schedule of your experiment at RCNP.

<What You Need to Do after Coming to RCNP>

3. **Register for the Access System** (This procedure is not required if you do not wish to change your registration information.)

If you wish to change your registration information, please come to Radiation Control Office on the 2nd floor of the Main Building (in the “Mebae” Office) before entering the controlled area to register for the Access System to the controlled area (IC card / fingerprint identification).

In this case, please enter the date and time of your visit in advance on the Schedule of Experimental Visit form.

<What You Need to Do during the Current JFY>

4. **Education and Training (Re-education)**

You are required to take Re-education during the current JFY.

We will announce you when it is ready.

Please take the Re-education program (approx. 1 hour) and submit your answers for the Short Examination.

Once you pass the test, your registration for the current JFY will be completed.

Due to administrative procedures, we ask you to complete the re-education **by the end of February at the latest.**

■ Notes

1. Personal Dose Report

After the results of quarterly measurements (June, September, December, and March) are available, two copies will be sent to the address indicated on the application form for each person (one for the person himself/herself and one for the office) for three months.

However, if there is any exposure in terms of effective dose, we will contact you on a case-by-case basis.

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