

## **Registration of the radiation worker at RIKEN who is not employed by RIKEN**

- 1) Apply for a position at RIKEN as Visiting Scientist or Student Trainee through your host laboratory.
- 2) Is the experimenter registered as a radiation worker at the home institute/company?  
If yes, go to 3.1). If no, go to 4.1).
- 3.1) Send the Certification of Radiation Worker Registration to your host laboratory.
- 3.2) Your host laboratory prepares the Application Form for the Registration of the Radiation Worker and sends it to the Laboratory Safety Section.
- 3.3) Take one-hour training class at the Laboratory Safety Section and your personal dosimeter will be sent to your host laboratory later. Prior booking is required for the training. If you are in a hurry, inform your schedule to the Laboratory Safety Section when you book so that you can get the personal dosimeter at the end of the training. =>Go to 5).
- 4.1) If you are to be monitored as a radiation worker at your home affiliation, follow the procedure in 3.1) after you register. If not, and if your radiation work is mostly done at RIKEN, follow the procedure in 4.2). If the most of your radiation work is done at another facility, follow the procedure in 3.1) after you register.
- 4.2) Send the Certification of the Radiation Work Permission to your host laboratory. If you have previously worked at another radiation facility, obtain a certificate for the Record of Radiation Work and Exposure from them, and send it also to your host laboratory.
- 4.3) Your host laboratory prepares the Application Form for the Registration of the Radiation Worker and sends it to the Laboratory Safety Section.
- 4.4) Take training class at the Laboratory Safety Section. Prior booking is required for the training. If you understand Japanese, take the scheduled training classes.
- 4.5) Take medical examination at the Occupational Health Center according to the notice you will receive.
- 4.6) Your personal dosimeter will be sent by the Laboratory Safety Section which usually takes at least 1 week after the medical examination.
- 5) You are required to take a training course given by the Radiation Protection Liaison Officer. Prior registration needed. Submit your personal dosimeter and the Access Permission Form for Nishina bldg's Controlled Areas which will allow you to enter the controlled area for experiment.
- 6) If you continue radiation work at RIKEN past the end of the fiscal year (end of March), you are requested to send the Certification Form of the Radiation Worker Registration or the Certification Form of the Radiation Work Permission to your host laboratory by the end of every February. Your host laboratory prepares the Application Form for the Registration of the Radiation Worker and sends it to the Laboratory Safety Section every year.