

## II. Guide to the X-ray Safety Education Course

### II-1. Schedule

Lecture (Japanese · English)		Venue	Date	Capacity	Application Period
Xray124	Japanese	<u>Higashiyama Campus</u> Sakata & Hirata Hall (Science South Building)	May 15	150	April 10 ~ April 24
Xray125	Japanese	<u>Higashiyama Campus</u> Sakata & Hirata Hall (Science South Building)	May 16	150	
	English	<u>Higashiyama Campus</u> Radioisotope Research Center	May 16	20	
Xray126	Japanese English	<u>Higashiyama Campus</u> Radioisotope Research Center	July 6	Japanese:30 English:5	June 9 ~ June 23
Xray127	Japanese English	<u>Higashiyama Campus</u> Radioisotope Research Center	October 17	Japanese:30 English:5	September 22 ~October 6
Xray128	Japanese	<u>Tsurumai Campus</u> Radioisotope Research Center Medical Branch	November 6	20	October 10 ~October 26
Xray129	Japanese English	<u>Higashiyama Campus</u> Radioisotope Research Center	January 11	Japanese:30 English:5	December 11 ~December 25

**For:** Undergraduates, graduate students, staff

**Note:** Researchers planning experiments using synchrotron radiations (ex., XAFS) should get Type 2 Qualification. Please take "Radiation Safety Education Course (Lecture)".

**Time:** Registration 13:00-13:20      Lecture 13:30-16:30

**For whatever reason, if you arrive late or leave early, you will not fulfill the statutory time requirements and will thus not be eligible for qualification.**

### II-2. Exemption from the Lecture "Effects on the human body"

Persons with a Type 2 qualification may be exempted from the Lecture "Effects on the human body" (30 min).

If you wish to be exempted from this Lecture, please check the relevant box on the Application Form, and submit it with the necessary document [see II-4. 3)].

### II-3. The "X-ray Practice"

At Nagoya University, persons who will engage in X-ray work must complete the following two training sessions:

1. Lecture held by the Radioisotope Research Center
2. Practice (2 h, including the contents below)
  - Structure of X-ray equipment (name and function of each part)
  - Operation of X-ray equipment (instructions, checking interlock, stop, emergency stop etc.)
  - Correct operation of survey meters and measurement of X-ray leakage
  - Making entries in operation records
  - Confirmation of emergency measures, emergency contacts etc.

#### 《Procedure for becoming an X-ray user》

- 1) Take the "**X-ray Safety Education Course (Lecture)**" held by the Radioisotope Research Center.
- 2) After the lecture you will be issued with a Completion Certificate.  
(The certificate will be issued and delivered in approx. two weeks by the Radioisotope Research Center via the office of your affiliated department.)
- 3) Undergo the "**Special Medical Examination**" (You may undergo this before doing 1.) For the examination procedure, please refer to p. RI-3.)
- 4) Apply for a "Personal Dosimeter" at the Radiation Safety Office of your affiliated department.
- 5) Take the "**X-ray Practice**" after your "Personal Dosimeter" has been issued.

For details, please ask the "X-ray operations chief" or "X-ray equipment manager" of the X-ray equipment you will handle.

#### 《If engaging in X-ray work at an external facility only》

Take the "X-ray Practice" using equipment owned by Nagoya University, or receive sufficient training on handling equipment at the research facility.

## II-4. Application Method

**Where to apply:** Radiation Safety Office, Radioisotope Research Center, **Higashiyama Campus**

**\* Application will not be accepted at the Radioisotope Research Center Medical Branch on Tsurumai Campus.**

**How to Apply:** Submit your application in person or by NU internal mail. Application by e-mail or telephone will not be accepted.

\* Application is processed on a first-come-first-served basis during the application period. In particular, the lectures in May have many applicants, so please apply early if you have a limited choice of lecture dates.

**Application documents: Please submit all the necessary documents (see box below).**

**The documents will not be returned to you. Please carefully follow the instructions about sending originals or copies.**

- 1) **Application Form** (submit the original, stamped with the seal of your supervisor / the person responsible for you in your laboratory; mandatory)
  - 2) **Proof of identity** (photocopy directly, or paste a photocopy, on the reverse of the Application Form):  
A document stating that you are a member of Nagoya University, with the seal of the head of a department or higher  
Ex.) Copy of your student/staff/research student ID card. Certificate of Enrollment (copy OK)
  - 3) **Document proving Type 2 qualification:**  
For persons wishing to waive the lecture "Effects on the human body" (30 min) only. (Submit a copy)
- \* **For documents not submitted during the application period, please check the "To be Submitted at a Later Date" box on the Application Form and make a note in the brackets. These documents must be submitted according to the instructions on the e-mail message that will be sent to each applicant after the application deadline.**
- \* **Problems would arise if another person submits your application documents in your stead. We strongly recommend that the applicant prepares and submits the documents him/herself.**

## II-5. Notes

**1. Be sure to read the e-mail which will be sent to you after applying. If you have not received the e-mail by three days prior to the lecture date, please contact us.**

The e-mail which contains information on the date and the venue of the lecture, and notifications regarding any missing documents etc. will be sent to each applicant after the application deadline (to the e-mail address you specified in your application or to your office/affiliated lab, etc.). The venue may be different depending on the date. If you come on the wrong day or are late because you went to the wrong venue, you will not be able to take the lecture, so be sure to check the date and the venue beforehand.

**2. If you are late or leave early from the lecture, you will not be able to receive the qualification.**

The length of the lecture is specified by law, so if you are late or leave early for any reason, you will not be able to receive the qualification. Further, if you did not fully attend the lecture on one day, you cannot take any other lectures in the same application period. Please be aware that you must apply again during the next application period or later.

**3. You cannot change your preferred date after applying. If you are unable to take the lecture, please contact us.**

You cannot change the date of the lecture to another day within the same application period. You must apply again during the next application period or later. Please consider carefully when selecting your preferred date. Further, if you are absent from the lecture without prior notice, you will not be permitted to take the next one. If you become unable to take the lecture, please contact us beforehand.

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Applications for / inquiries regarding the Safety Education Course should be sent to: **Radiation Safety Office, Radioisotope Research Center (Higashiyama Campus)**

Furo-cho, Chikusa-ku, Nagoya 〒464-8602

HP [<http://www.ric.nagoya-u.ac.jp/licence>]

e-mail: [[kanric@cc.nagoya-u.ac.jp](mailto:kanric@cc.nagoya-u.ac.jp)]

TEL: 789-2565 FAX 789-2567

Ext.: TEL 2565 FAX 2567

\* Extensions from Tsurumai/Daiko campuses:

TEL 85-2565 FAX 85-2567

**Opening hours: 9:00-12:00, 13:00-16:30**