

Registration Procedure for New Radiation Operators

(1) Registration through KU Portal System

→ Refer to page 2.

(2) Registration with Paper Forms

(For those who doesn't belong to KU, and has no access to KU Portal System.)

→ Refer to page 11.

(1) Registration Through KU Portal System

① Login to KU Portal System.

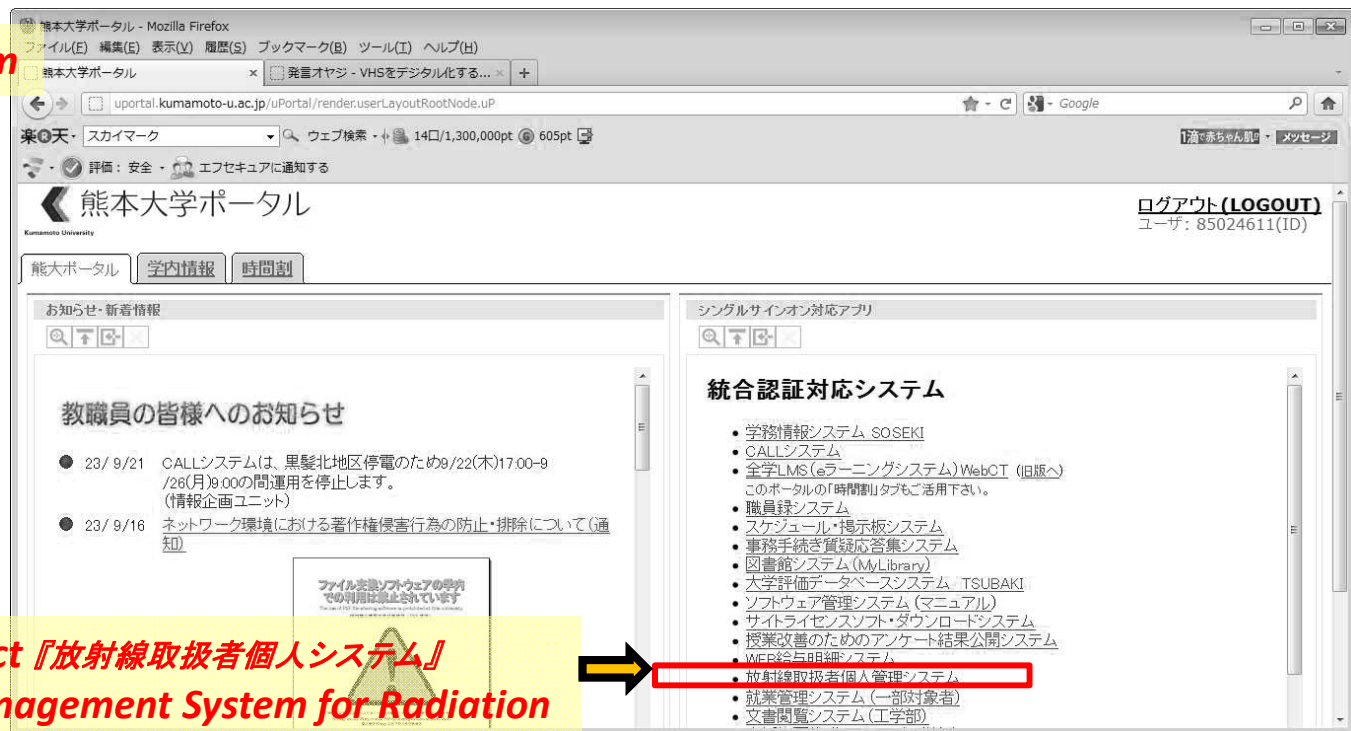
Select『放射線取扱者個人管理システム』(“Management System for Radiation Operators”) under the menu.

<http://uportal.kumamoto-u.ac.jp/>

※(can only be accessed on campus)

1

Login to KU Portal System



- ② Please check if your user name is correct.
Click 『申請管理-新規登録申請』 (“New Reregistration Request”) under the menu.

The screenshot shows the '熊本大学放射線取扱者個人管理システム(PMSR)' interface. On the left, the 'メインメニュー' (Main Menu) has a red box around '新規登録申請' (New Reregistration Request) and a yellow arrow pointing to it, labeled with a red circle '2'. On the right, the 'ユーザ名' (User Name) field is highlighted with a red box, and a yellow arrow points to it from a yellow box labeled with a red circle '1' and the text 'Check if the user name is correct'. Below the user name field, the '権限' (Authority) is set to '申請・取扱者' (Application/Handler). At the bottom, the text 'ようこそ!!' (Welcome!!) is displayed.

メインメニュー

- 申請管理
 - 新規登録申請
 - 更新登録申請
 - 申請訂正/取消
- 放射線取扱者管理

熊本大学放射線取扱者個人管理システム(PMSR)

ユーザ名:

権限: 申請・取扱者

ようこそ!!

2 Click 『新規登録申請』 (“New Reregistration Request”)

1 Check if the user name is correct

③ Input Screen for 『新規登録申請』 (“New Reregistration Request”) 〈Step 1〉

The upper part of the input screen is displayed as below.
Please enter your: registration year, operator category, E-mail address, supervisor's name, registration date, and period of service.

The screenshot shows a web form titled "申請管理 更新登録申請入力". At the top, there are fields for "ユーザ名:" and "権限:". Below this, a yellow box with a red circle '1' points to the "登録年度(必須:西暦入力)" field, with the instruction "Registration Year :(Enter 2012)". A yellow box with a red circle '2' points to the "放射線取扱者の分類" section, which includes radio buttons for "放射線業務従事者" and "監視区域専従作業員", with the instruction "Radiation Operator Category: (Select one)※ 『放射線業務従事者』 (Occupationally exposed person) 『監視区域専従作業員』 (Person who only use supervised area)". A yellow box with a red circle '3' points to the "e-mail address(半角入力)" field, with the instruction "Your E-mail Address (Write the whole address)". A yellow box with a red circle '4' points to the "受入責任者名" field, with the instruction "Supervisor's Name". A yellow box with a red circle '5' points to the "申請日(必須:西暦入力)" field, with the instruction "Registration Date". A yellow box with a red circle '6' points to the "使用予定期間(必須:西暦入力)" section, which includes "開始予定日" and "終了予定日" fields, with the instruction "Service Period: (Enter 2012/4/1 ~ 2012/3/31 unless your service period is announced)".

※Please refer to “Classification of Radiation Operators” starting on page 12, to know more about the operator categories.

③ Input Screen for 『新規登録申請』 (“Registration Request”) 〈Step 2〉

The bottom part of the input screen is displayed as below.
(Explanation follows on the next page)

The screenshot shows a web form for registration. It includes a browser window at the top with the URL <http://web.jimu.kumamoto-u.ac.jp/PMSR/RAD100/RAD121UP.htm>. The form has several sections:

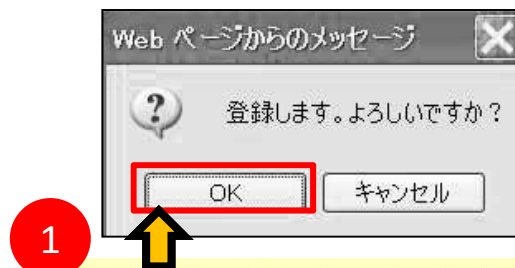
- 1 Purpose of Use: (Select one)**
『教育研究』(For Education or Research)
『診療従事』(For Medical Service)
- 2 Type of Equipment:**
『密封』(Sealed RI)
『非密封』(Unsealed RI)
『X線』(X-ray)
『発生装置』(Radiation Generator)
- 3 Facility Registration**
This section contains a table of facilities with checkboxes for selection.
- 4 Click『登録』(Register)**
A button labeled '登録' (Register) is highlighted at the bottom right.

The table of facilities is as follows:

登録施設(必須)					
<input type="checkbox"/> 病院 RI(H1)	<input type="checkbox"/> 病院 歯科口腔外科(H5)	<input type="checkbox"/> 病院 中央放射線部(H7)	<input type="checkbox"/> 病院 中央手術部(H8)	<input type="checkbox"/> 病院 病棟(H9)	
<input type="checkbox"/> 生資 本荘RI(M1)	<input type="checkbox"/> 医 総研大型電顕(M9)	<input type="checkbox"/> 医 総研X線(M12)	<input type="checkbox"/> 医 動物資源X線(M17)	<input type="checkbox"/> 医 分子遺伝X線(M19)	
<input type="checkbox"/> 発生 X線照射(MG1) ※C1も選択	<input checked="" type="checkbox"/> 生資 RI総合施設(C1)	<input type="checkbox"/> 生資 γ線照射室(C2)	<input type="checkbox"/> 生資 動物X線拡大(C4)	<input type="checkbox"/> 生資 動物X線GT(C5)	
<input type="checkbox"/> 生資 シンチカメラ(C6) ※C1も選択	<input type="checkbox"/> エイズ学 X線(A1)	<input type="checkbox"/> 保健学科 X線(CM1)	<input type="checkbox"/> 生資 大江RI(P1)	<input type="checkbox"/> 生資 大江P2P3(P8)	
<input type="checkbox"/> 生資 機器X線(P6)	<input type="checkbox"/> 生資 機器粉末X線(P7)	<input type="checkbox"/> 薬 IP-X線(P9)	<input type="checkbox"/> 理 X線実験室(S15)	<input type="checkbox"/> 理 結晶解析室(S16)	
<input type="checkbox"/> 理 XRF実験室(S18)	<input type="checkbox"/> 理 D218号室(S21)	<input type="checkbox"/> 理 超分子解析(S22)	<input type="checkbox"/> 理 120号室(S24)	<input checked="" type="checkbox"/> 工 工研X線(T4)	
<input type="checkbox"/> 工 マテX線(T8)	<input type="checkbox"/> 工 X線CT(T13)	<input type="checkbox"/> 工 物生分光X線(T18)	<input type="checkbox"/> 工 Mx線解析(T21)	<input type="checkbox"/> 工 みなまたPD(T22)	
<input type="checkbox"/> 工 熱工学X線(T23)	<input type="checkbox"/> 工 共同製図室電顕(T24)	<input type="checkbox"/> 工 レーザーナノX線(T25)	<input type="checkbox"/> 工 理総研802室(T26)	<input type="checkbox"/> 自然 透過電顕室(D1)	
<input type="checkbox"/> 自然 電顕室(D2)	<input checked="" type="checkbox"/> 生資 黒髪RI(K1)	<input type="checkbox"/> 埋蔵文化 X線(W1)	<input type="checkbox"/> 先端機構 X線(X1)	<input type="checkbox"/> KICO 多機能X線(R1)	
<input type="checkbox"/> KEK	<input type="checkbox"/> 原研	<input type="checkbox"/> 放医研	<input type="checkbox"/> 岡崎研	<input type="checkbox"/> SPring-8	
<input type="checkbox"/> 九州シンクロtron	<input type="checkbox"/> その他 RI施設	<input type="checkbox"/> その他 X線施設	<input type="checkbox"/> その他 監視区域	<input type="checkbox"/> 事務局	

③ Input Screen for 『新規登録申請』 (“New Reregistration Request”) 〈Step 3〉

- Purpose of Use: Select one from 『教育研究』(for education or research), 『診療従事』(for medical service). If you need to register for both purposes, select “for medical service”.
 - Type of Equipment: Select a type of equipment you use. 『密封』(Sealed RI), 『非密封』(Unsealed RI), 『X線』(X-ray), 『発生装置』(Radiation generator).
 - Facility Registration: Select a facility you’ ll be working in.
※Please contact to the facility manager if you have any questions.
- Click 『登録』(Register). New information will be updated with the message below.



Registration Confirmation:
(Click “OK”)



※If you have any problems with the registration process please contact to the department office in charge.

④ Reconfirming Your Information Before Completing the Registration Process.

〈Step 1〉

You can confirm the registering information by clicking 『申請内容訂正/取消』(Registration Revision/Cancellation) on the menu.

※This page will not be shown after completing the registration process. After registration, please confirm your registered information at 『放射線取扱者管理』 (“Radiation Operator Management” See page 9).

The screenshot shows the PMSR web application interface in a Mozilla Firefox browser. The browser's address bar displays the URL: `https://riweb.jimu.kumamoto-u.ac.jp/PMSR/RAD000IX.php`. The page is titled "申請管理" (Application Management) and "申請者検索(内容訂正/取消)" (Applicant Search (Content Revision/Cancellation)).

On the left side, there is a "メインメニュー" (Main Menu) with two main categories: "申請管理" (Application Management) and "放射線取扱者管理" (Radiation Operator Management). Under "申請管理", there are three items: "新規登録申請" (New Registration Application), "申請内容訂正/取消" (Application Content Revision/Cancellation), and "更新登録申請" (Update Registration Application). The item "申請内容訂正/取消" is highlighted with a red box and a yellow callout bubble with the number 1, containing the text: "Click 『申請内容訂正/取消』 ('Registration Revision/Cancellation')".

On the right side, there is a search form titled "申請者検索(内容訂正/取消)". The form has several fields: "職員(学籍)番号(半角入力)" (Employee (Student Record) Number (Half-width Input)), "登録番号" (Registration Number), "カナ氏名(全角入力)" (Kana Name (Full-width Input)), "登録年度(必須)" (Registration Year (Required)), "所属名称" (Affiliation Name), and "登録施設名" (Registration Facility Name). The "登録年度(必須)" field is highlighted with a red box and a yellow callout bubble with the number 3, containing the text: "Registration Year: Select '2012'". The "登録年度(必須)" field is also highlighted with a red box and a yellow callout bubble with the number 2, containing the text: "Your ID Number".

At the bottom of the search form, there are two buttons: "検索実行" (Search Execution) and "リセット" (Reset). The "検索実行" button is highlighted with a red box and a yellow callout bubble with the number 4, containing the text: "Click 『検索実行』 (Search)".

④ Reviewing the registered information

〈Step 2〉

Click 『詳細表示』 (Display the details) and check that your information on the database is correct.

If you need to correct the information displayed, click 『内容訂正』 (Information Correction).

PMSR - [申請管理] - [申請者一覧(内容訂正/取消)] - Mozilla Firefox
ファイル(E) 編集(E) 表示(V) 履歴(S) ブックマーク(B) ツール(I) ヘルプ(H)
熊本大学ポータル x PMSR - [メインメニュー] x PMSR - [申請管理] - [申... x PMSR - [申請管理] - [申... x PMSR - [申請管理] - [更... x PMSR - [申請管理] - [更... x +
kumamoto-u.ac.jp https://riweb.jimu.kumamoto-u.ac.jp/PMSR/RAD100/RAD130RT.php
評価: 安全 エフセキュアに通知する
ユーザー名: 権限: 申請・取扱者
申請管理
申請者一覧(内容訂正/取消)
Click :
『詳細表示』 (Display the Details)
『内容訂正』 (Information Correction)
登録年度: 2012年度
選択した後、「詳細表示」ボタン、「内容訂正」ボタン、「申請取消」ボタンの何れかを押下して下さい。
詳細表示 内容訂正 申請取消
選択 区分 氏名 性別 生年月日 所属 施設名
●

1 Check Your Name

2 Check Your Status:
『区分』(Category): 『新規』(New)/『更新』(Renewal)
『氏名』(Your Name)
『性別』(Sex): 『男性』(Male), 『女性』(Female)
『生年月日』(Date of Birth)
『所属』(Affiliated Department)
『施設名』(Facility Name)

3

⑤ Checking the Registered Information After Completing the Registration Process <Step 1>

Please confirm your registered information at 『放射線取扱者管理－放射線取扱者変更／取消』（Radiation Operator Manager- Registration Revision/Cancellation).

※This page will be shown after the registration process is completed. To confirm the information before the registration, please see page 7.

The screenshot shows the 'Radiation Operator Manager' web application in a Mozilla Firefox browser. The interface is divided into a left sidebar and a main content area. The sidebar contains a 'メインメニュー' (Main Menu) with a link to '放射線取扱者変更／取消' (Registration Revision/Cancellation), highlighted by a red box and a yellow arrow labeled '1'. The main content area has a title '放射線取扱者管理 放射線取扱者検索' (Radiation Operator Manager Radiation Operator Search) and a section '条件を指定して下さい。' (Please specify conditions). Below this is a search form with fields for '職員(学籍)番号(半角入力)' (Employee/Student Number), '登録番号' (Registration Number), 'カナ氏名(全角入力)' (Kana Name), '登録年度(必須)' (Registration Year), '所属名称' (Affiliation Name), and '登録施設名' (Registration Facility Name). The '登録年度' field is set to '2012' and is highlighted by a red box and a yellow arrow labeled '3'. A yellow box labeled '2' points to the '職員(学籍)番号' field with the text 'Your ID Number'. A yellow box labeled '4' points to the '検索実行' (Search) button with the text 'Click 『検索実行』 (Search)'. A yellow box labeled '3' points to the '登録年度' field with the text 'Registration Year: Select "2012"'. The '検索実行' button is also highlighted by a red box and a yellow arrow labeled '4'.

1 Click 『申請内容訂正/取消』
("Registration Revision/Cancellation")

2 Your ID Number

3 Registration Year:
Select "2012"

4 Click 『検索実行』 (Search)

⑤ Checking the Registered Information After Completing the Registration Process 〈Step 2〉

You can check the registered information by clicking 『詳細表示』(Display the Details).

※ You are not allowed to correct the information. In case you need to make any changes, please contact to the section in charge.

The screenshot shows the PMSR web application interface. The browser window title is "PMSR - [放射線取扱者管理] - [放射線取扱者一覧] - Mozilla Firefox". The address bar shows the URL "https://riweb.jimu.kumamoto-u.ac.jp/PMSR/RAD200/RAD220RT.php".

Annotations and steps:

- 1 Check Your Name**: An arrow points to the "ユーザ名:" field, which contains a redacted name. The "権限:申請・取扱者" (Authority: Applicant/Handler) is also visible.
- 2 Click 『詳細表示』 (Display the Details)**: An arrow points to the "詳細表示" button, which is highlighted with a red box.

Below the form, the "登録年度:2012年度" (Registration Year: 2012 Fiscal Year) is displayed. A message states: "選択した後、「詳細表示」ボタンを押下して下さい。" (After selection, please click the "Display Details" button).

A table with the following headers is shown:

選択	区分	登録番号	氏名	性別	生年月日	所属	施設名

3 Check Your Status:

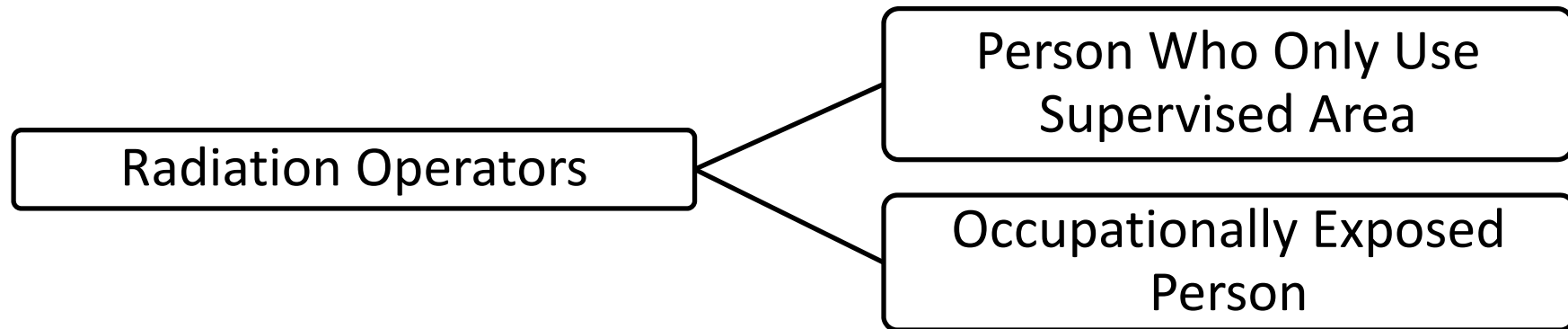
- 『区分』(Category): 『新規』(New)/『更新』(Renewal)
- 『氏名』(Your Name)
- 『性別』(Sex): 『男性』(Male), 『女性』(Female)
- 『生年月日』(Date of Birth)
- 『所属』(Affiliated Department)
- 『施設名』(Facility Name)

For those who doesn't belong to KU and has no access to KU Portal System, need to register by submitting registration form to the department office in charge.

『放射線業務従事者用』
(For Person who Only Use Supervised Area)

『監視区域専従作業者用』
(For Occupationally Exposed Person)

Classification of Radiation Operators



Radiation Operators are classified into two categories according to their duties:

『放射線業務従事者』 (For Person who Only Use Supervised Area)

『監視区域専従作業者』 (Occupationally Exposed Person)

Requirement for Radiation Operator:

	Training Session	Medical Examination	Film Badge Dosimeter
Person Who Only Use Supervised Area	Required	Required	Required
Occupationally Exposed Person	Required	Not Required	Not Required

Classification of Radiation Operators

- ✓ If you need to use a Radioisotope (RI).
 - You are categorized as a “Person Who only Use Supervised Area”
- ✓ If you use **only** electron microscopes with its maximum acceleration voltage more than 100kV (Such as the transmission electron microscopes).
 - You are categorized as a “Occupationally Exposed Person”
- ✓ If you use X-ray equipment.
 - Depends on what kind of equipment you use. (Refer to the next page)

✘ Please note that you can't be registered for both categories. Please choose either “Person Who Only Use Supervised area” or “Occupationally Exposed Person”

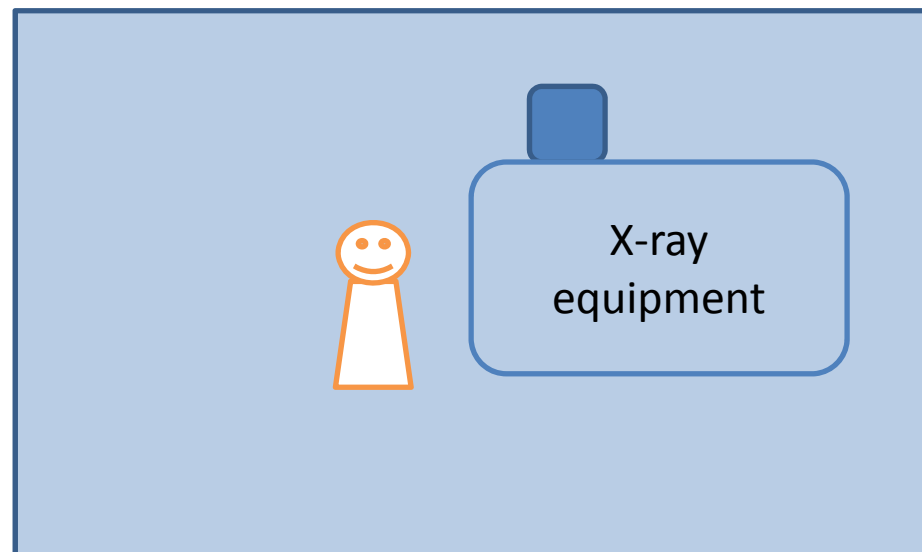
X-ray equipment (1)

How to determine your operator category.

(Principle 1)

- ✓ In case the entire room is regulated as a controlled area (the blue area shown in the picture below), and you work inside of the room, where there is an X-ray tube in use.

→ You are categorized as a “Person Who Only Use Supervised Area”

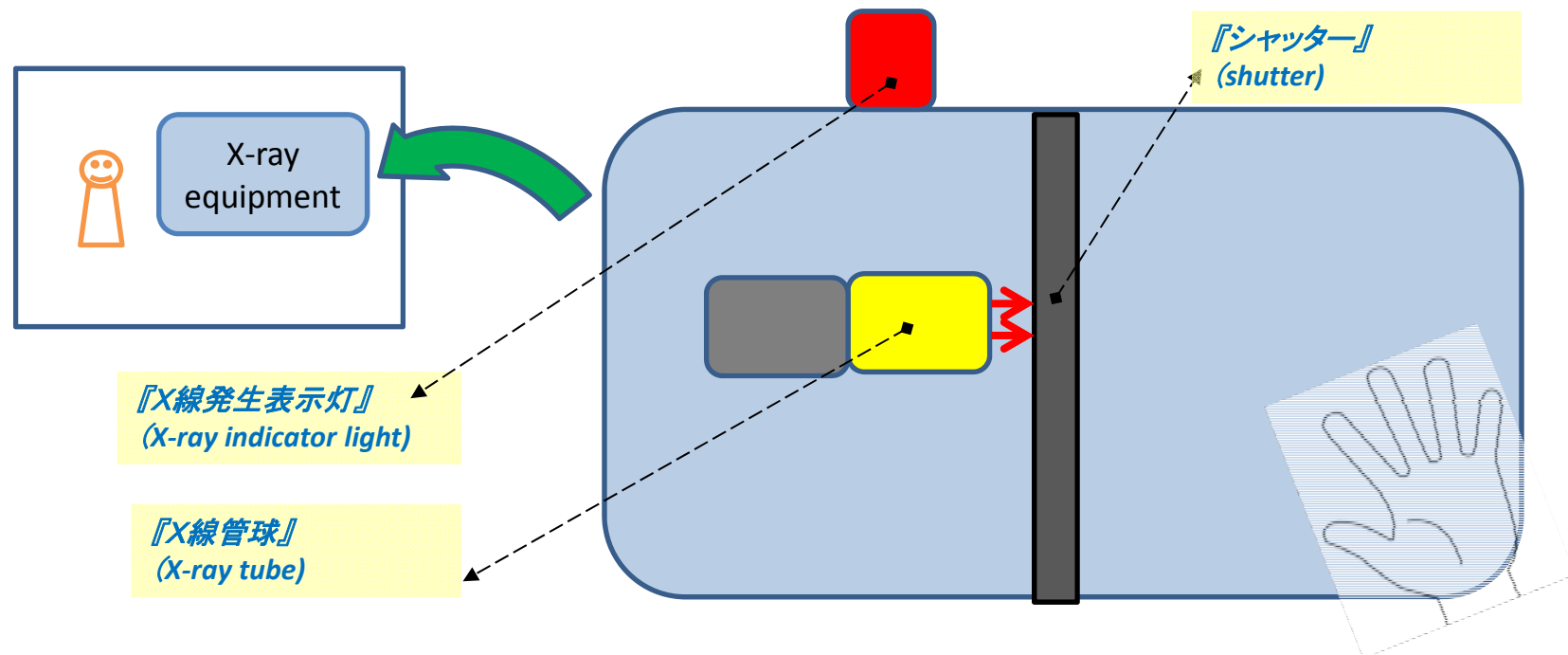


X-ray equipment (2)

(Principle 2)

- ✓ In case the surface of the X-ray equipment is regulated as a boundary of the controlled area, X-ray tube in use, and you need to put your hand or any part of your body into the part where X-ray is emitted.

→ You are categorized as a “Person Who Only Use Supervised Area”

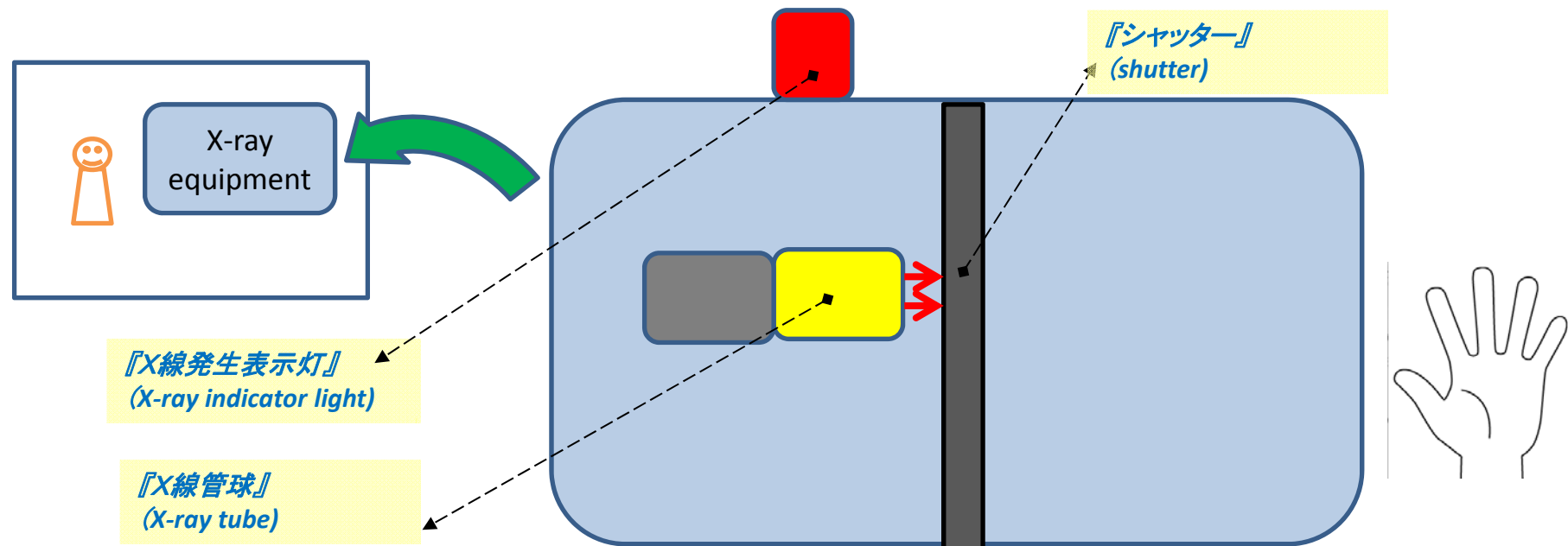


X-ray equipment (3)

(Principle 3)

- ✓ In case the surface of the X-ray equipment is regulated as a boundary of the controlled area, X-ray tube in use, **but you don't need to put your hand or any part of your body** into the part where X-ray is emitted.

→ You are categorized as a “Occupationally Exposed Person”



Contact Information Regarding X-ray equipment

If you have any question regarding X-ray equipment, please contact to the manager of the equipment or the X-ray operation chief at each campus.

- Kurokami Campus: Contact to Uemura (ext. 3879),
or Tsushida (ext. 3518)

- Honjo Campus, Oe Campus:
Contact to Shimazaki (ext. 6509)

※ For X-ray equipment managers, please contact to the X-ray operation chief listed above in case you have any questions or difficulty making decisions.