

Checklist for external user *from JGU* who want to work in a radioactive area at the Institute for Nuclear Chemistry

Well in Advance:

1. Official dosimetry / radiation monitoring has to be organized. The radiation protection group of the nuclear chemistry can only handle employees of our institute. For external user the radiation protection officer of the corresponding institute has to be contacted.
In case of the institute of physics, Dr. Peter Blümler is the responsible person.
2. Introduction to the radiation protection group of the Institute for Nuclear Chemistry and naming of a contact person at the Institute for Nuclear Chemistry. The responsible persons, Jessica Riemer or Dr. Christian Gorges, have to be informed in advance who will work where. We recommend to get in touch with them as soon as possible. Make an appointment with the radiation protection group for the safety instructions. The instructions can be held in German or in English. If another language is needed, please contact the radiation protection group well in advance.
3. In order to get access to the nuclear chemistry and to get your own key/transponder, a security check is necessary. This security check can take several weeks, so we recommend to contact Dr. Sergei Karpuk as soon as possible, so that the survey can be initialized.

Before starting to work at the Institute:

4. A personal electronic dosimeter (this is NOT the official dosimeter mentioned at 1.) will be handed over by Ines Mittelstedt.
5. A general safety instruction has to be given by Agathe Heiser (in German) or by Jessica Riemer or Dr. Christian Gorges (in German or English) before you are allowed to work. The instruction usually takes about half an hour.
6. The safety instruction for the working place, where potential dangers and precautions are described, has to be given by the laboratory supervisor or any other qualified person. It is highly recommended to record that the safety instruction was given.

Checklist for external user from any institution in Germany who want to work in a radioactive area at the Institute for Nuclear Chemistry

Well in Advance:

1. Official dosimetry / radiation monitoring has to be organized. The radiation protection group of the nuclear chemistry can only handle employees of our institute. For external user the radiation protection officer of the corresponding institute has to be contacted. In general there is the need of a **radiation passport**.
2. Introduction to the radiation protection group of the Institute for Nuclear Chemistry and naming of a contact person at the Institute for Nuclear Chemistry. The responsible persons, Jessica Riemer or Dr. Christian Gorges, have to be informed in advance who will work where and it needs to be checked if there is a delimitation agreement between the institutions (necessary). We recommend to get in touch with them as soon as possible. Make an appointment with the radiation protection group for the safety instructions. The instructions can be held in German or in English. If another language is needed, please contact the radiation protection group well in advance.
3. In order to get access to the nuclear chemistry and to get your own key/transponder, a security check is necessary. This security check can take several weeks, so we recommend to contact Dr. Sergei Karpuk as soon as possible, so that the survey can be initialized.

Before starting to work at the Institute:

4. The personal radiation passport has to be handed over to the radiation protection group. The passport will be completed and handed over back to the scientist after his last stay in radiation protection areas.
5. A personal electronic dosimeter (this is NOT the official dosimeter mentioned at 1.) will be handed over by Ines Mittelstedt.
6. A general safety instruction has to be given by Agathe Heiser (in German) or by Jessica Riemer or Dr. Christian Gorges (in German or English) before you are allowed to work. The instruction usually takes about half an hour.
7. The safety instruction for the working place, where potential dangers and precautions are described, has to be given by the laboratory supervisor or any other qualified person. It is highly recommended to record that the safety instruction was given.

Checklist for external user *from any institution outside Germany* who want to work in a radioactive area at the Institute for Nuclear Chemistry

Well in Advance:

1. Official dosimetry / radiation monitoring has to be organized. The radiation protection group of the nuclear chemistry can only handle employees of our institute. For external user the radiation protection officer of the corresponding institute has to be contacted. Is there any equivalent to the german **radiation passport**?
 - a. If yes, the relevant information should be in it, so the scientist can bring it when he comes to the Institute
 - b. If no, the **Certificate for User occupationally exposed to ionizing radiation at the Institute for Nuclear Chemistry, Mainz** needs to be filled and signed by the responsible in matters of radiation protection.
2. Introduction to the radiation protection group of the Institute for Nuclear Chemistry and naming of a contact person at the Institute for Nuclear Chemistry. The responsible persons, Jessica Riemer or Dr. Christian Gorges, have to be informed in advance who will work where and it needs to be checked if there is a delimitation agreement between the institutions (necessary). We recommend to get in touch with them as soon as possible. Make an appointment with the radiation protection group for the safety instructions. The instructions can be held in German or in English. If another language is needed, please contact the radiation protection group well in advance.
3. In order to get access to the nuclear chemistry and to get your own key/transponder, a security check is necessary. This security check can take several weeks, so we recommend to contact Sergei Karpuk as soon as possible, so that the survey can be initialized.

Before starting to work at the Institute:

4. The personal radiation passport or the "Certificate for User occupationally exposed to ionizing radiation at the Institute for Nuclear Chemistry, Mainz" has to be handed over to the radiation protection group. The passport will be completed and handed over back to the scientist after his last stay in radiation protection areas.
5. A personal electronic dosimeter (this is NOT the official dosimeter mentioned at 1.) will be handed over by Ines Mittelstedt.
6. A general safety instruction has to be given by Agathe Heiser (in German) or by Jessica Riemer or Christian Gorges (in German or English) before you are allowed to work. The instruction usually takes only about half an hour.
7. The safety instruction for the working place, where potential dangers and precautions are described, has to be given by the laboratory supervisor or any other qualified person. It is highly recommended to record that the safety instruction was given.

JOHANNES GUTENBERG-UNIVERSITÄT MAINZ - 55099 Mainz

Certificate for USER occupationally exposed to ionizing radiation at the Institute for Nuclear Chemistry Mainz

Institute for Nuclear
Chemistry
TRIGA research reactor
Mainz (FRMZ)

Dr. Christian Gorges

Johannes Gutenberg-Universität Mainz
Fritz-Strassmann-Weg 2
55128 Mainz

Tel. +49 6131 39-25318
Fax +49 6131 39-24561

chgorges@uni-mainz.de
www.kernchemie.uni-mainz.de

www.uni-mainz.de

Name, First name(s) _____

E-Mail address _____

Date of birth (day/month/year) _____

contact person at Institute
for Nuclear Chemistry Mainz _____

Name and address
of home institution _____

Name and e-mail address of the person
responsible in matters of radiation
protection at the home institution _____

I, the undersigned, authorized representative in matters of radiation protection of the home institution, hereby certify that the above-mentioned person is employed by or enrolled at our institute and fulfils our requirements to be occupationally exposed to ionizing radiation. I, further certify that the home institution complies with all obligations it may have towards him/her in this respect, it being understood that the effective dose he/she may receive at Mainz is less than 6 mSv per calendar year.

If applicable, please indicate a different effective dose
constraint and the corresponding period: _____

effective dose in the last 12 months: _____ mSv effective lifetime dose: _____ mSv

Expiry date of this certificate: _____

The Institute for Nuclear Chemistry will perform personal dosimetry for its own purposes and can provide dosimetry reports on request.

Date: _____ Signature: _____

Institute Stamp

Name and function
of signatory: _____

Female User: I will inform the radiation protection of the Institute for Nuclear Chemistry as soon as possible about pregnancy or breastfeeding, so the institute is able to take precautions to protect (unborn) children.

Date: _____ Signature: _____

JOHANNES GUTENBERG-UNIVERSITÄT MAINZ - 55099 Mainz

Medical Certificate for external USER at the Institute for Nuclear Chemistry Mainz

Institute for Nuclear
Chemistry
TRIGA research reactor
Mainz (FRMZ)

Dr. Christian Gorges

Johannes Gutenberg-Universität Mainz
Fritz-Strassmann-Weg 2
55128 Mainz

Tel. +49 6131 39-25318
Fax +49 6131 39-24561

chgorges@uni-mainz.de
www.kernchemie.uni-mainz.de

www.uni-mainz.de

Name _____

First name(s) _____

Date of birth (day/month/year) _____

Name and address of
home institution _____

I hereby declare that he/she:

- MAY BE ADMITTED** to radiation areas with work, which can comprise a professional exposure to ionizing radiation.
- MAY BE ADMITTED BUT WITH RESTRICTION:** (please precise)

SHOULD NOT BE ADMITTED to radiation areas

Date of examination
(day/month/year)

Signature and stamp of Medical Practitioner

NOTE TO THE MEDICAL PRACTITIONER

- This examination is essential to ensure that there is no medical contraindication which would prevent this person from being exposed to ionizing radiation during the exercise of his/her profession.
- The examination should include a clinical and hematological examination (red and white cells, platelets, differential count).