

Registration of the Radiation Passbook

The registration has to be done by (you have to make an appointment and show up in person)

Struktur- und Genehmigungsdirektion Süd
 Regionalstelle Gewerbeaufsicht
 Kaiserstr. 31
 55116 Mainz
Phone: 06131-96030-0



Before going there you need: (To Do List)

- SSR-number:** (Stahlenschutzregistriernummer, Radiation Protection Register Number)
 - You will need your German social security number for that (on your pay roll look for *Sozialversicherungsnummer* or *Rentenversicherungsnummer*)
 - Get the SSR no. via <https://ssr.bfs.de/ssrportal>
 - Keep a PDF-copy of the certificate and send it to P. Blümler (bluemler@uni-mainz.de).
- Determine your **radiation safety category:**

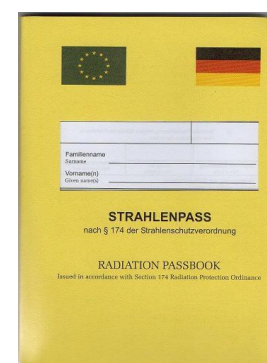
category	A	B
possible dose per year	> 6 mSv	1-6 mSv
physical examination	yes	not necessary
examples	TRIGA reactor, working with very strong sources	Visitors at BESSY, DESY, CERN, etc.

If you are category A: You must have a physical examination at the University Clinics (extra sheet!). You need the pass book before you go there (page 12/13!)

- Get a **Radiation Passbook**

Depending on your research group you might get one from the secretary or you need to order it (e.g. from Fachverlag König, Art. Nr. 5250E Strahlenpass, <http://www.koenig-verlag-muenchen.de/Strahlenschutz.htm>).

Fill out page 3 and 110 (don't forget to sign page 3)



4. Make an appointment with Peter Blümmler (bluemler@uni-mainz.de, phone: 06131-3924240). You will have to supply the infos in red)

Together we have to fill out the following pages:

4 (Blümmler: first or follow pass)

10, 11 (TOP of 10: Employer ID No: : **TEB 0059 27C7 P01D 2710 21**

employer, start and end date of employment, category see point 2),

13 Blümmler "Betriebsärztliche Dienststelle Uni Mainz, validity)

16, 17 (official dose record, bring earlier documentation with dose records during employment)

18 (we both have to sign!)

20 (Blümmler: annual sum of dose)

22ff (Blümmler previous exposure, every month SEPARATLY!!)

90 ff (you should register safety drills)

110 voluntarily enter your address

5. An **official application** has to be set up by P. Blümmler. You will get a copy and it also has to be send via email to Referat22@sgdsued.rlp.de; mblumers@uni-mainz.de; sattelbe@uni-mainz.de)
6. You can then **make an appointment** with Struktur- und Genehmigungsdirektion Süd (see top of first page)
7. Finally, when you go there you will need
 - a **passport** or picture-ID (*Personalausweis*) **and a copy of it!**
 - eventually your stay permit and a copy of it!
 - a letter of authorization (*Vollmacht*) if you cannot go yourself.
 - the official application (see 5)
 - the SSR certificate (see 2)
 - the **Radiation Passbook!!**
8. Once your **passbook is registered**, please send a copy of page 3 to P. Blümmler (bluemler@uni-mainz.de) !