

## **Security Checks necessary for experiments in the E-Hall (instruments E1 – E9)**

### **For all participants - URGENT:**

A form called "**Application for the Investigation of Reliability according to the Atomic Energy Law**" is requested from all persons intending to enter the E-Hall, regardless their citizenship. The clearance based on this document will be **valid for five years**.

**Please note:** The security check takes quite long (up to 3 months); without this check your access to the E-Hall will be denied and you will not be able to start your experiment. Please make sure that **the originally signed form** is mailed as soon as possible to the BENSC User Office or to the Security Officer of HMI. Copies will not be accepted by the authority.

You may download the "Application for the Investigation of Reliability according to the Atomic Energy Law" in pdf format under

[http://www.hmi.de/bensc/download/forms/BENSC\\_application\\_atomic\\_energy\\_law.pdf](http://www.hmi.de/bensc/download/forms/BENSC_application_atomic_energy_law.pdf)

### **For every foreign participant of the experiment :**

(Gilt auch für Deutsche, die ihren Hauptwohnsitz derzeit nicht in Deutschland haben)

For free access to the E-Hall, a "**Notification on Reliability**" (Mitteilung zur Zuverlässigkeit), **written in German** and signed by a representative of your institution is requested in addition.

Please send the a. m. notification as soon as possible to the BENSC User office to ensure the effective performance of your experiment, and take into consideration that this certificate is **only valid for one year**. For further questions concerning the requirements of this document please contact directly ext. 2752 (Security Officer).

**Please note, that our authorities will accept the notifications on reliability only from persons who have been working for their current institution for at least one year.** In case you do not fulfil this condition we suggest that you send additional notifications from your former institutions.

You may download the "Notification on Reliability" in pdf format under

[http://www.hmi.de/bensc/download/forms/BENSC\\_notification\\_reliability.pdf](http://www.hmi.de/bensc/download/forms/BENSC_notification_reliability.pdf)

**Please, keep the expiry dates in your mind in order to arrange a renewal in time.**

Information about the validity of the " Application for the Investigation of Reliability according to the Atomic Energy Law " and the "Notification on Reliability" will only be given on direct request (Security Officer).

## Access to Hahn-Meitner-Institute for non-OECD citizens:

We are sorry to let you know, that for political reasons the access to our institute was made more difficult for citizens from non-OECD countries and non-EU member states. In order to enable the access to the HMI for your group without problems, we need from **each** group member, who intends to take part in the experiment and is **neither OECD citizen nor EU citizen**, the following items:

- name, first name, title
- complete private address
- complete address of institution/employer, phone and fax numbers, e-mail address
- short curriculum vitae, originally signed
- short description of current employment/sphere of activity and/or publication list
- copy of passport (incl. photo, passport number, and visa)

We would appreciate to receive the above mentioned details as soon as possible in order to manage this "security check" in good time prior to your visit. Please note that an **up-date** (or a short statement in case there weren't any changes since your last visit to BENSC) is required for every new visit.

### OECD/EU member states are:

AT	Austria	JP	Japan
AU	Australia	KR	Korea
BE	Belgium	LT	Lithuania
BG	Bulgaria	LU	Luxembourg
CA	Canada	LV	Latvia
CH	Switzerland	MT	Malta
CY	Cyprus	MX	Mexico
CZ	Czech Republic	NL	The Netherlands
DE	Germany	NO	Norway
DK	Denmark	NZ	New Zealand
EE	Estonia	PL	Poland
ES	Spain	PT	Portugal
FI	Finland	RO	Romania
FR	France	SE	Sweden
GR	Greece	SI	Slovenia
HU	Hungary	SK	Slovakia
IE	Ireland	TR	Turkey
IS	Iceland	UK	United Kingdom
IT	Italy	US	United States

# Radiation Protection

## **for German Employees**

For work in our radiation controlled areas, each group member needs a "Radiation Passport" and an own, certificated, neutron sensitive dosimeter. Radiation Passports and dosimeters have to be presented to the Physical Health Group of the HMI at the start of each new visit. If you do not yet own a Radiation Passport and dosimeter, please, ask the person responsible for radiation protection in your institution to provide you with these necessities.

In case you or your employer experience problems to meet these legal requirements, please, contact the Physical Health Group (Monika Höhne, ext. 2960, monika.hoehne@hmi.de) directly.

## **for Foreign Scientists**

Radiation protection reasons require you to present a certificate issued by your home institute stating:

1. the date of your last medical examination and
2. the annual radiation dose received by you during the last 12 months.

You will get the permit for working in radiation controlled areas from the HMI Physical Health Group if this radiation dose is less than 5 mSv per year including the dose expected here at the HMI. Otherwise you will need an official permit of the authorities in charge.

Please send the completed dose record form directly to the Physical Health Group (Monika Höhne, ext. 2960, monika.hoehne@hmi.de). They will answer all questions concerning this procedure.

You may download the "Dose record" in pdf format under

[http://www.hmi.de/bensc/download/forms/BENSC\\_dose\\_record\\_form.pdf](http://www.hmi.de/bensc/download/forms/BENSC_dose_record_form.pdf)

Please, note that the Physical Health Group has a fixed schedule for registrations and instructions:

<http://www.hmi.de/strahlenschutz/material/info/index.html>

**Make sure to meet your local contact – in order to prepare the paperwork – before visiting the health service for registration.**