Radiation Protection Ordinance

at Universität Hamburg (excluding UKE)
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Appendices 1–4

Please note:

Wherever possible, gender-neutral terminology for positions and persons has been used in this
document. In addition, the text uses the phrasing and expressions found in the relevant statu-
tory instruments. The third person singular form ‘they’ has been used.
0.1 List of abbreviations

RöV German X-ray ordinance (Verordnung über den Schutz vor Schäden durch Röntgenstrahlen—repealed)

StrlSchV Radiation protection ordinance (Verordnung über den Schutz vor Schäden durch ionisierende Strahlen—new)
Section 1 Duties and responsibilities of the radiation protection officers

(1) Pursuant to the radiation protection ordinance (Verordnung über den Schutz vor Schäden durch ionisierende Strahlen, StrlSchV), the president of Universität Hamburg is responsible for radiation protection. The president represents the University both in and out of court.

(2) In accordance with Section 83 subsection 1 of the Hamburg higher education act (Hamburgisches Hochschulgesetz, HmbHG), at Universität Hamburg, the head of administration performs the duties and responsibilities of radiation protection as defined by the provisions of the StrlSchV.

(3) The head of administration delegates radiation protection duties, including the powers required to perform such tasks, to suitable staff members of the respective faculty or institution; hereinafter referred to as “radiation protection representatives.” Heads of department, for example, are particularly suited to this role.

Section 2 Duty to report of Universität Hamburg’s head of administration

(1) The radiation protection section of the Occupational Safety and Environmental Protection Unit monitors duties and organizational aspects on behalf of Universität Hamburg’s head of administration.

(2) In the first quarter of each year, the Occupational Safety and Environmental Protection Unit drafts a short report on the current status of the organization of radiation protection for the head of administration.

(3) Pursuant to Section 1 subsection 3, the radiation protection representatives must submit a report containing the current asset list, unsolicited, to the responsible Amt für Arbeitsschutz (state office of occupational health and safety) at the end of each year.

(4) This annual report is also sent, unsolicited, to the Occupational Safety and Environmental Protection Unit at the end of each year. The report must contain information on the current assets and on the building, floor, and room where the substances and devices relevant to radiation protection are stored.

Section 3 Radiation protection representatives
(1) According to Section 1 subsection 3, radiation protection representatives discharge organizational and administrative duties on behalf of the head of administration in the areas to which they have been assigned. They must possess sufficient knowledge of radiation protection organization.

(2) Pursuant to Section 1 subsection 2, radiation protection representatives assigned directly to the head of administration and can report issues of particular or fundamental significance to the head of administration via the Occupational Safety and Environmental Protection Unit.

(3) Radiation protection representatives have the authority to inspect all documents, equipment, and rooms in their areas of authority with regard to radiation protection where they see necessary to carry out their duties.

(4) Radiation protection representatives submit all applications for existing permits and amendments.

Section 4 Radiation protection officers

(1) Radiation protection officers are appointed to manage or supervise relevant activities to guarantee radiation protection pursuant to Section 31 StrlSchV.

(2) Radiation protection representatives are appointed in writing (Appendix 2), defining the scope of the tasks and internal decision-making, on the recommendation of the relevant head of the institution in which the applicable managed/supervised activities are to be conducted. The Occupational Safety and Environmental Protection Unit must be informed immediately about the appointment of radiation protection officers, including proof of their technical knowledge.

(3) Within the scope of their decision-making authority, radiation protection officers are responsible for complying with the radiation protection regulations, the directives and obligations of the supervisory authorities, and this radiation protection ordinance. Irrespective of their employment status, they are thus assigned full authority over all members of the facility in question for all radiation protection issues. They can prescribe measures, make decisions, give instructions, regulate access to monitoring and control areas, and revoke a person’s right to carry out an activity if the person in question breaches the regulations intentionally or due to gross negligence or if it is clear that they lack the requisite fundamental knowledge.
(4) Radiation protection officers carry out their work within the scope of contractual or administrative obligations. Individuals without an employment contract are not permitted to serve as radiation protection officers.

(5) Radiation protection officers are responsible for providing radiation protection representatives with all information about their respective areas required to perform their tasks. This particularly applies to matters subject to compulsory notification or approval as well as processes that radiation protection representatives must be familiar with in order to carry out their tasks.

(6) Radiation protection officers must immediately inform the responsible radiation protection representatives and the Occupational Safety and Environmental Protection Unit about any defects that may compromise radiation protection and any incidents, damage, or accidents that may result in radiation damage.

(7) Radiation protection officers must maintain a logbook, recording inspections that have been carried out and any unusual occurrences.

(8) Radiation protection officers are required to check whether the devices and systems crucial to radiation protection are functioning correctly; this includes scheduling the necessary examinations and maintenance work.

(9) The responsible radiation protection officers must approve all acquisition and production of radioactive substances or synthesis of radiolabeled substances in advance.

Section 5 Further training

Radiation protection officers are required to undergo further training every five years in order to prove their expertise in radiation protection.

The Occupational Safety and Environmental Protection Unit runs regular in-house training for all radiation protection officers at Universität Hamburg. These events are recognized by the Amt für Arbeitsschutz (state office of occupational health and safety) and are obligatory for all radiation protection officers at the University.

Section 6 Communication

Those responsible for radiation protection must meet on a regular basis under the aegis of the Occupational Safety and Environmental Protection Unit to report on and discuss important radiation protection issues in their respective areas. At the same time, these meetings will serve to facilitate the exchange of experience and knowledge.
Section 7 Head of administration reserve obligations

(1) The head of administration has the authority to take direct control of any process regarding matters that affect public image—especially communication concerning taxation law with the responsible Amt für Arbeitsschutz (state office of occupational health and safety), with the press, or with other external parties.

(2) This includes, in particular, matters concerning application procedures for activities that require approval, such as:

- setting up and operating systems for the production of ionizing radiation
- acquiring and implementing X-ray equipment and stray-radiation emitting devices
- acquiring radioactive substances and handling such substances, including below the exemption limits according to Appendix 4 Table 1 StrlSchV
- transporting radioactive substances
- making material changes to conditions essential for radiation protection.

(3) The Occupational Safety and Environmental Protection Unit (acting on behalf of the head of administration) does not need to be involved in implementation for matters covered by existing approvals.

Section 8 Activity requirements and rules of access

(1) Research group leaders must provide the name of the radiation protection officer to staff and students who are to carry out an activity that will expose them to radiation before they commence their work and also inform the radiation protection officer. Once the work has been completed, research group leaders must inform the radiation protection officer immediately. If necessary, the responsible radiation protection officer will inform the radiation protection representative, who will then arrange for the necessary protection measures specific to each individual (e.g., preventive medical checkups).

(2) The radiation protection officer must grant permission for access to a radiation protection area in advance. This permission requires that all relevant regulations pursuant to StrlSchV have been fulfilled.

Section 9 Radioactive waste

(1) The handling of radioactive substances is only permitted if the resulting radioactive waste can be disposed of properly.
(2) Waste that contains radioactive substances must be collected, stored, and disposed of. Here, the special regulations of Universität Hamburg on the disposal of radioactive waste with the help of companies approved by the responsible supervisory authority must be observed (see Appendix 4).

(3) If waste within the scope of the StrlSchV is released—for example, after determining that exemption limits have not been met—clearance for this discharge is subject to approval in accordance with Chapter 3 Sections 31–42 and Appendices 4 and 8 StrlSchV.

(4) Radioactive waste can only be released with the approval of the responsible radiation protection representatives and is organized centrally for Universität Hamburg through the Occupational Safety and Environmental Protection Unit. (see Appendix 4).

Section 10 Unusual occurrences

(1) The Occupational Safety and Environmental Protection Unit (organizational control for the head of administration) must be informed immediately about any unusual occurrences in the area of radiation protection (see the reporting chain in Appendix 3).

(2) All members and staff of Universität Hamburg must immediately inform the responsible radiation protection officers or, if this is not possible, the responsible radiation protection representatives or the Occupational Safety and Environmental Protection Unit upon learning about any of the following occurrences:

- discovery, loss, theft, fire, water damage, or trauma involving radioactive substances;
- release of radioactive substances through wastewater or exhaust air where these releases exceed limits according to Sections 99 and 102 and Appendix 11 StrlSchV;
- accidents or incidents, notwithstanding any urgent measures;
- possible or actual incorporation of radioactive substances;
- contamination of people or objects outside of the radiation protection area;
- exceedance of the limit of the effective dose for occupationally exposed persons according to Section 71 and subsection 2, Sections 71–76, as well as subsection 3 StrlSchV;
- defective X-ray and irradiation equipment, which can compromise radiation protection.

(3) The radiation protection officers will immediately inform the relevant radiation protection representatives and the occupational Safety and Environmental Protection Unit about any of the occurrences listed in subsection 2.

Section 11 Working with occupational safety specialists and the University’s medical officers
When performing their duties, radiation protection representatives and radiation protection officers must work with the occupational safety specialists and the occupational medical service responsible.

**Section 12 Miscellaneous provisions**

In addition to the provisions of the StrlSchV in the currently valid version, the relevant regulations of the employers’ liability insurance associations must be observed.

Issues of occupational safety are separately regulated in the Executive University Board Directive on Occupational Safety.

**Section 13 Public notice**

This radiation protection ordinance, along with the StrlSchV, must be made public and made available for inspection in all areas of Universität Hamburg where radioactive substances are handled and where systems for the creation of ionizing radiation, X-ray equipment, and stray-radiation emitting devices are operated.

**Section 14 Effective date and repeal**

(1) This radiation protection ordinance came into effect on 15 March 2019.

(2) At the same time, the head of administration’s decree of 1 December 2015 was revoked.

Hamburg, (date)

Dr. Martin Hecht, Head of Administration
Appendix 1       Formblatt zur Bestätigung der Kenntnisnahmen durch den Strahlenschutzbevollmächtigten

Appendix 2       Formblatt zur Bestellung von Strahlenschutzbeauftragten

Appendix 3       Meldekette

Appendix 4       Entsorgung, Anmeldeformblatt und Hinweise