

TITLE 32: ENERGY  
CHAPTER II: ILLINOIS EMERGENCY MANAGEMENT AGENCY  
SUBCHAPTER b: RADIATION PROTECTION

PART 322  
REGISTRATION AND REPORTING REQUIREMENTS  
FOR RADIATION MACHINE SERVICE PROVIDERS

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**AUTHORITY:** Implementing and authorized by Section 25.2 of the Radiation Protection Act of 1990 [420 ILCS 40/25.2].

**SOURCE:** Adopted at 26 Ill. Reg. 1711, effective February 1, 2002; recodified from the Department of Nuclear Safety to the Illinois Emergency Management Agency at 27 Ill. Reg. 13641; amended at 32 Ill. Reg. 16759, effective October 6, 2008.

**Section 322.10 Purpose and Scope**

The purpose of this Part is to establish registration and reporting requirements, pursuant to the Radiation Protection Act of 1990 (Act) [420 ILCS 40] for persons who install or service radiation machines. Except as otherwise specifically exempted, this Part applies to all radiation machine service providers.

**Section 322.20 Incorporations by Reference**

All rules, standards and guidelines of agencies of the United States or nationally recognized organizations or associations that are incorporated by reference in this Part are incorporated as of the date specified in the reference and do not include any later amendments or editions. Copies of these rules, standards and guidelines that have been incorporated by reference are available for public inspection at the Illinois Emergency Management Agency, 1035 Outer Park Drive, Springfield, Illinois.

(Source: Amended at 32 Ill. Reg. 16759, effective October 6, 2008)

### **Section 322.30 Definitions**

The following definitions are applicable for use in this Part only. Additional definitions for use in this Part are located in 32 Ill. Adm. Code 310.20 and 320.10.

"Installation" or "Install" means the assembly, placement, or other actions including, but not limited to, initial calibration or operability checks that allow a radiation machine to be used in a new location or after being moved from one location to another.

"Radiation machine" means any device that produces radiation when in use, except those devices that produce radiation only from radioactive materials and electrical equipment that is manufactured for purposes other than generation of radiation, where the generation of radiation is incidental to operation (such as a television or electron microscope).

"Service" means the repair, calibration, routine maintenance or other checks or examinations performed on a radiation machine, other than those actions taken during the installation of a radiation machine.

"Radiation machine service provider" means any individual, company, or other entity required to be registered under this Part to install or service radiation machines (see Agency Note in Section 322.50).

### **Section 322.40 Exemptions**

An operator of a radiation installation that is registered with the Agency under 32 Ill. Adm. Code 320 is not required to register pursuant to this Part to service the radiation machines that it owns or leases when the work is performed by employees of the operator.

(Source: Amended at 32 Ill. Reg. 16759, effective October 6, 2008)

### **Section 322.50 Registration**

- a) Each radiation machine service provider that intends to install or service radiation machines in the State of Illinois shall register with the Agency within 60 days after February 1, 2002 or prior to initially furnishing or offering to furnish any such service and annually thereafter.
- b) Registration shall be on a form prescribed by the Agency that shall include, but shall not be limited to:

- 1) Name, address, and telephone number of the radiation machine service provider;
  - 2) Name, address, and telephone number of the individual responsible for the activities of the radiation machine service provider.
- c) The Agency shall maintain a listing of registered radiation machine service providers.

AGENCY NOTE: Registration under this Part is required for all entities that install radiation machines. It is the Agency's intent to require registration of businesses. Individuals are not required to register unless they are radiation machine service providers engaged in business as sole proprietors.

(Source: Amended at 32 Ill. Reg. 16759, effective October 6, 2008)

### **Section 322.60 Fees**

All radiation machine service providers shall pay an annual non-refundable registration fee of \$100. All new radiation machine service providers shall pay a registration fee of \$100, which shall serve as the registration fee for the remainder of the calendar year. The fee shall be due and payable within 60 days after the date of billing. Failure to pay the required fee within the 60 day timeframe shall result in the removal of authorization by the Agency to provide radiation machine services in the State of Illinois or other actions consistent with the Act.

(Source: Amended at 32 Ill. Reg. 16759, effective October 6, 2008)

### **Section 322.70 Training Requirements for Individuals Who Install or Service Radiation Machines**

Each radiation machine service provider shall provide appropriate training to the individuals who install or service radiation machines for the radiation machine service provider.

### **Section 322.80 Reporting and Recordkeeping Requirements for Radiation Machine Service Providers**

- a) A radiation machine *service provider who installs a radiation machine in the State of Illinois must report the installation to the Agency.* [420 ILCS 40/25.2(b)]
  - 1) A radiation machine service provider shall submit the following information in writing to the Agency within 15 days after installation:

- A) The installation date.
  - B) The name, address, telephone number, and registration number of the facility where the radiation machine was installed;
  - C) The type of radiation machine, the manufacturer's name, model number and control panel serial number of each radiation machine; and
  - D) Name of the individual that installed the radiation machine.
- 2) In the case of diagnostic x-ray systems that contain certified components, and in lieu of subsection (a)(1), a copy of the assembler's report on United States Food and Drug Administration (FDA) form 2579, prepared in compliance with requirements of the federal diagnostic x-ray standard (21 CFR 1020.30(d)(2001)), shall be submitted to the Agency within 15 days following completion of the assembly. Such report, when completed in full, shall suffice in lieu of any other assembly report submitted by the assembler to the Agency.
- b) Radiation machine service providers shall maintain a log or other record of radiation machines installed or serviced in the State of Illinois. The record shall be maintained for 5 years for inspection by the Agency and shall list the following information:
- 1) Date machine was installed or service was provided;
  - 2) Name of customer, address, telephone number, and customer's radiation installation registration number;
  - 3) The type of radiation machine, the manufacturer's name, model number and control panel serial number of each radiation machine; and
  - 4) Name of the individual that installed the radiation machine.
- c) A radiation machine *service provider who services a radiation machine in a radiation installation in the State of Illinois that is not registered under Section 24.7 of the Act must report the service to the Agency.* [420 ILCS 40/25.2(c)] The report shall be submitted in writing within 15 days after such service and contain the following information:
- 1) Date service was provided;

- 2) Name, address, and telephone number of the customer;
- 3) The type of radiation machine, the manufacturer's name, model number and control panel serial number of each radiation machine; and
- 4) Name of the individual that serviced the radiation machine.

(Source: Amended at 32 Ill. Reg. 16759, effective October 6, 2008)

### **Section 322.90 Penalties**

Radiation machine service providers that fail to comply with the provisions of this Part are subject to monetary and other penalties as provided for in the Act [420 ILCS 40].