



IEMA-OHS

ILLINOIS EMERGENCY MANAGEMENT AGENCY
AND OFFICE OF HOMELAND SECURITY

JB Pritzker
Governor

Alicia Tate-Nadeau
Director

Date: January 2025
To: X-Ray Facilities and Interested Parties
From: Mary Ann Spohrer, Chief, Division of Electronic Products

Informational Notice: Annual X-Ray Equipment Registration/Fee Payment Update

Operators of radiation installations in Illinois are required to register all operable radiation producing machines with the Illinois Emergency Management Agency & Office of Homeland Security (IEMA-OHS) annually and to pay a fee for each machine registered as of January 1st.

Pursuant to amendments to 32 Ill. Admin. Code Part 320, Registration and Operator Requirements for Radiation Installations, as of January 2025 the annual registration notice will reflect the fee that is due as of January 1, 2025, and **MUST** be paid to remain compliant with Agency regulations. Changes reported to IEMA-OHS after December 31, 2024, will not alter the 2025 amount due. Any changes made after December 31, 2024, will be reflected in the billing for 2026.

To make payments online with a credit card (Master Card, Visa, Discover or American Express), visit www.regfee.iema.illinois.gov. You will need to create an inventory account as described below unless you are currently registered as an online user. Note, an additional convenience fee will be charged to your credit card in a separate transaction. **Online payments are preferred.**

To make payments by check or money order, return your payment with the entire inventory sheet in the self-addressed return envelope to IEMA-OHS. The check or money order should be made payable to IEMA-OHS and should also include your facility registration number.

To make inventory updates online, visit www.regfee.iema.illinois.gov and click on "X-Ray Facility Registration / Equipment Changes / Registration Fee Payment". You will first need to register and provide your facility registration number, email address, name, and telephone number. After submitting this information, you will promptly receive your password via email. Passwords cannot be provided by telephone. Upon receipt of your password, you will be able to login to your registration database to make a payment or to make changes to your inventory equipment, ownership, address, phone number, contact information, etc. Your FEIN will be required at the time of submitting online updates. All submitted changes will be reviewed by IEMA-OHS staff prior to any update to the Radiological Health Database, which may require a few business days.

To make updates manually on any invoice received via mail, simply cross out or add information on the inventory sheet you were mailed in the most appropriate area available. List or add any additional equipment acquired, including manufacturer and model number located on the control panel, the unit's location (room or operator number), and the approximate acquisition date (month/year). With regards to equipment no longer in your possession, indicate the date (month/year) and method of disposition (i.e., sold to whom, disposed of junked, etc.). Operable equipment, even if in storage, must remain on the inventory and is subject to the registration fee. Designated inoperable equipment is not subject to the registration fee assessed. Online inventory changes are preferred.

The amount indicated on the invoice is the amount that is due and must be paid. Any changes in the inventory will be reflected in next year's billing.

If there are any questions specifically related to the payment of registration fees, please contact our Accounts Receivable section at ema.AccountsReceivable@illinois.gov or (217)524-5268.

For questions specifically related to the x-ray registration or equipment inventory, please contact Derek Stephens at Derek.Stephens@illinois.gov, (217)557-8988 or Mary Ann Spohrer at MaryAnn.Spohrer@illinois.gov, (217)524-3504.

Thank you for your cooperation.