



ILLINOIS EMERGENCY MANAGEMENT AGENCY Bureau of Radiation Safety

Reciprocity Frequently Asked Questions

May 2014

1.) What process and forms need to be completed to file reciprocity within Illinois?

A copy of your home jurisdiction radioactive material license must be submitted along with an Illinois Reciprocity Notification Form which can be found at <http://www.illinois.gov/iema/NRS/RadSafety/Documents/ReciprocityNotification.pdf>. Do NOT submit a check for fees as you will receive an invoice for those fees after an authorization determination has been made. If reciprocity is approved, you may begin work before payment has been received. All formal correspondence and billing will be done via the company name, address and radiation safety officer identified on provided license.

In situations where reciprocity authorization for industrial radiography is being sought, additional requirements must be met where the credentials for the individuals who will make up the minimum 2-man radiography crew must be submitted for review. Each submittal must identify the individuals, their SSN, include a copy of the person's ASNT certification or equivalent State certification and payment of \$125. (IL does NOT recognize assistants, associates, helpers or similar. Anyone who performs or supervises radiography operations must be certified.)

2.) How many days notice must be given before working within Illinois?

If you have never filed for reciprocity in Illinois before or your authorization has lapsed, a 10-day period is appropriate. In some circumstances, this period can be shortened significantly. For active reciprocity licensees, 3 days notification of pending work is necessary. For projects involving decontamination and decommissioning, please contact the Agency for additional instructions.

3.) What fees are associated for filing reciprocity in Illinois?

Fees are based on identified work to be done at the client location and the authorized use identified in your license as compared against the categories found in Illinois regulations (32 IAC Part 331, Appendix E and Appendix F). Recovery and Remediation fees are charged for the first 2 years of reciprocity authorization. Remote site fees are not applicable to reciprocity. See <http://www.ilga.gov/commission/jcar/admincode/032/03200331sections.html>.

4.) How many days can we work within Illinois under reciprocity?

If granted authorization, reciprocity can be approved for no more than 180 days over a 12-month period. The period begins the first month work will be conducted in Illinois (i.e., a 'floating calendar year').

5.) Are the days allowed work days in a calendar year or consecutive days from the date the reciprocity was filed?

"Days allowed" are for each day radioactive material is used/stored while within the jurisdiction of Illinois identified on the submitted reciprocity notification form.

6.) What process and forms need to be completed to file for a Radioactive Materials License?

In situations where reciprocity authorization is insufficient for the period of work involved and is projected to exceed 180 days, a permanent license must be obtained from the Agency. Application forms and instructional guides for those submittals are available via the Agency website at <http://www.illinois.gov/iema/NRS/RadSafety/Pages/Guidance.aspx>.

7.) What fees are associated with filing for a license?

The associated license fees are the same as if reciprocity was being requested. If multiple permanent locations (regional offices or field stations) are to be authorized, site fees for the 2nd, 3rd, etc. sites will be assessed. See <http://www.ilga.gov/commission/jcar/admincode/032/03200331sections.html>.

8.) What time frame does it take to get a license approved?

New applications receive the highest priority for processing within the Agency's Radioactive Materials Licensing Unit. However, approval time is dependent on the complexity and quality of the license submission as well as available staff resources and can take anywhere from 3 weeks to 9 months or more to be issued.

9.) Is a location within Illinois required to have a license?

Licensees with a permanent jobsite (not otherwise addressed under reciprocity) must have a location where records are maintained and can be reviewed should an unannounced inspection take place. In most cases, out-of-state licensees must establish a business address within Illinois.