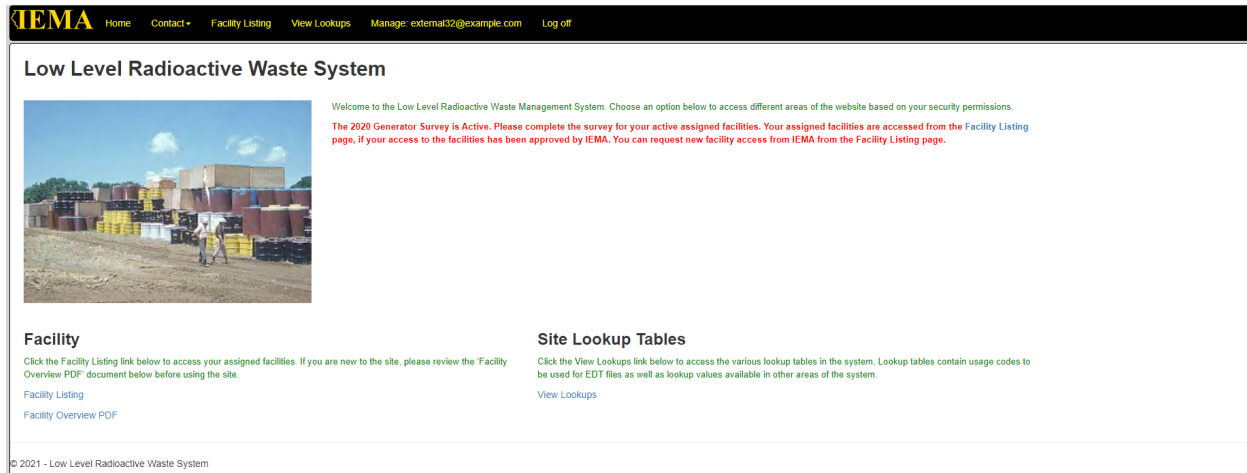


## Low-Level Radioactive Waste System Guidance

The Low-Level Radioactive Waste System (LLRWS) is a comprehensive website for low-level radioactive waste (LLRW) Generators, Brokers, Treatment Facilities and Disposal Facilities to register with, and submit required information to, the Illinois Emergency Management Agency (Agency). The LLRWS allows users to register a facility, upload electronic data transmission (EDT) files, submit an EDT file through the LLRWS website pages, complete the Annual Generator or Broker Survey and pay LLRW Generator fees.



The screenshot shows the homepage of the Low Level Radioactive Waste System. At the top is a navigation bar with the IEMA logo and links for Home, Contact, Facility Listing, View Lookups, Manage: external32@example.com, and Log off. The main heading is "Low Level Radioactive Waste System". Below this is a welcome message and a red alert: "The 2020 Generator Survey is Active. Please complete the survey for your active assigned facilities. Your assigned facilities are accessed from the Facility Listing page, if your access to the facilities has been approved by IEMA. You can request new facility access from IEMA from the Facility Listing page." To the left is an image of a waste storage site with a worker. Below the image are two columns of links: "Facility" with links for "Facility Listing" and "Facility Overview PDF", and "Site Lookup Tables" with a link for "View Lookups". A copyright notice "© 2021 - Low Level Radioactive Waste System" is at the bottom left.

### Registration

LLRWS accounts are registered to individuals instead of a single account per facility. Any user who provides EDT files to the Agency, completes the Annual Generator Survey or Broker survey, receives LLRW invoices or anyone else who should receive correspondence from the Agency regarding LLRW requirements will need to register for the LLRWS.

### Generator User Registration

1. Navigate to the LLRWS — <https://public.iema.state.il.us/LowLevelWaste>
2. Click **Register** and enter the required contact information.
3. To check if the facility/facilities that you want to manage are already registered with the Agency, use **Facility List** under **Request Existing Generating Facility Access** to look for the facility/facilities. (The number next to the facility name is the OWTID/permit number. Please verify this number matches your facility's OWTID/permit number as there may be multiple facilities with the same name.)
4. If you are registering a new facility, you must first check the **Adding New Facility** box and then enter the required information for the facility.
5. Once all required information has been entered, click **Register**.

6. An email confirmation will be sent when the account is approved and prompt the generator to confirm their account by clicking the link in the email.
  - a. The Confirm Account link expires after 24 hours.
  - b. Users can have a new link sent to them from the LLRWS Log in page.
7. After successful email confirmation, log in to the system to confirm access. If login is not successful, notify the IEMA Administrator using the contact information found under **Contact** → **Contact Us**.

Note: The password you create must be at least 6 characters long and contain an uppercase character, lowercase character, a number and a non-alphanumeric character.

#### Broker/Treatment Facility/Disposal Facility User Registration

1. Navigate to the LLRWS — <https://public.iema.state.il.us/LowLevelWaste>
2. Click **Register** and enter the required contact information. (Note: Ensure User Type is correct.)
3. Click **Register** at the bottom of the page. (Note: Broker/Treatment/Disposal facilities will not show up in the Request Existing Generating Facility Access drop down. Users do not need to select a facility or add the facility contact information during the registration process. See the Request Access to Facility section for choosing your facility.)
4. An email confirmation will be sent when the account is approved and prompt the user to confirm their account by clicking the link in the email.
  - a. The Confirm Account link expires after 24 hours.
  - b. Users can have a new link sent to the m from the LLRWS Log in page.
5. After successful email confirmation, log in to the system to confirm access. If login is not successful, notify the IEMA Administrator using the contact information found under **Contact** → **Contact US**.

Note: The password you create must be at least 6 characters long and contain an uppercase character, lowercase character, a number and a non-alphanumeric character.

## Register For LLRW Website.

Follow the page instructions carefully, and click the 'REGISTER' button at bottom of page when done entering the information. IEMA Employees DO NOT REGISTER FROM THIS PAGE. CONTACT THE LLRW TEAM FOR ACCESS.

Contact ?

Email	<input type="text"/>
Password	<input type="password"/>
Confirm password	<input type="password"/>
Phone Number	<input type="text"/>
User Type	General User <input type="button" value="v"/>
Contact Title	<input type="text"/>
Contact First Name	<input type="text"/>
Contact Middle Name	<input type="text"/>
Contact Last Name	<input type="text"/>

**Request Existing Generating Facility Access(Only Generating Facilities). ?BROKER TIP**

If an existing generating facility is in our system, select the facility from the 'Facility List' dropdown box below, then click 'Add To Facilities Selected'. The system limits requesting 5 existing facilities from this initial registration page. More can be requested once granted access to the site.

Facility List	<input type="text" value="v"/>
<input type="button" value="Add To Facilities Selected"/>	<input type="button" value="Clear Facilities Selected"/>
Facilities Selected	<input type="text"/>

**Request New Generating Facility(DO NOT ENTER BROKER, TREATMENT OR DISPOSAL FACILITIES here). ?BROKER TIP**

If this is a new generating facility that has never been registered with IEMA LLRW system(Check in the existing section above first) first check 'Adding New Facility' check box, then enter all the required Facility Information below. There is a limit to requesting 1 new GENERATING facility from this initial registration page. More can be added, if necessary, once granted access to the site. **WARNING: If you do not check the 'Adding New Facility' checkbox, the NEW facility request will not be processed, if you enter the rest of the information. Once you click register, you will not be able to perform this operation again, until you are approved to use the website by the IEMA administrator. MAKE SURE TO CHECK FIRST IF THIS IS AN EXISTING FACILITY in above section.**

Adding New Facility	<input type="checkbox"/>
Facility Name:	<input type="text"/>
Organization	<input type="text"/>

Adding New Facility	<input checked="" type="checkbox"/>
Facility Name:	<input type="text"/>
Organization	<input type="text"/>
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
City	<input type="text"/>
Zip Code:	<input type="text"/>
Zip Code Extension:	<input type="text"/>
Facility Type:	Generator <input type="button" value="v"/>
County:	Adams <input type="button" value="v"/>
State:	Illinois <input type="button" value="v"/>
Contact Name:	<input type="text"/>
Contact Phone:	<input type="text"/>
Facility Class:	Academic <input type="button" value="v"/>
License Number/Agency:	<input type="text"/>
Radioactive License Number:	<input type="text"/>
Facility Activities:	<input type="text"/>
Types and Waste:	<input type="text"/>

## General Site Overview

Once a user is registered and approved to manage their selected facilities, all LLRW functions can be accessed from the Facility Profile. To get to the Facility Profile click **Facility Listing** from the main page.

**IEMA** Home Contact Facility Listing View Lookups Manage: external32@example.com Log off

Generating Facility Listing Treatment Facility Listing Disposal Facility Listing

Page Help: Select Facility Profile to update the facility profile information, access LLRW Tracking, complete the Generator Survey and pay fees. If you require access to additional facilities, first select 'Request Existing Generating Facility To Assign To Account' to check if the facility already exists in the system. If it does not exist in the system, click the 'Create New Generating Facility' link. The search mechanism is a 'Contains' search for the searchable fields. The search is not case sensitive. You must click the 'Search' button to display the search results after entering the search criteria. All fields are searchable and sortable except the 'Active' field.  
**Note: External users MUST be approved before they can access new or existing facilities. You will not be able to add data on behalf of the facility until the approval is complete.**

Create New Generating Facility     Request Existing Generating Facility To Assign To Account

Filter:

View Facility	Name	Permit #	Address 1	City	Facility Class Type	State	Active
<a href="#">Facility Profile</a>	Test Facility	IL12026	123 Test Road	Springfield	Industrial	Illinois	True

< Showing Items 1 through 1 of 1. >

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Under the Facility Profile are tabs for users to manage contact information, upload EDT files, complete the Generator Survey or Broker Survey, and view a facility's Permit to ship LLRW. Users can also view a facility's fee payment history and request a facility be made inactive. A request to make a facility inactive will be reviewed by the IEMA Administrator. It is recommended that users contact the IEMA Administrator prior to requesting inactive status to determine if the request is appropriate. IEMA Administrator contact information is listed under **Contact** → **Contact Us**.

**IEMA** Home Contact Facility Listing View Lookups Manage: external32@example.com Log off

Generating Facility Profile Facility Contacts LLRW Tracking Generator Survey Permit Certification

PAGE: Facility Profile  
FACILITY: Test Facility

[Back To Facility Listing](#)    [Facility Fee Payments](#)    [Request Facility Inactivation](#)    [Facility Profile Edit](#)

Name: Test Facility  
Organization: Test Organization  
Facility Type: Generator  
Permit Number: IL12026  
Address 1: 123 Test Road  
Address 2:  
City: Springfield  
State: Illinois  
County: Sangamon  
Zip Code: 62702  
Zip Code Extension:  
Contact Name: Test User  
Contact Phone: 1112223333  
Class: Industrial  
Comments:  
Permit Issued:   
Facility Activities: test  
Types and Waste: test  
Is Active:   
Is Fee Exempt:   
License Number:  
Updated By: Cheryl.L.Head@illinois.gov  
Last Updated: 9/24/2021

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## Forgot Password

1. On the main page of the LLRWS, select **Log in**.
2. Click **Forgot your password?** from the bottom left corner of the Log in screen.
3. Enter the email address used to register for the LLRWS and click **Email Link**.
4. The user will receive an email with a link that will allow a new password to be created.

## Change Password

1. Go to **Manage: Your email address** at the top of the page.
2. Click **Change your password**.
3. Enter your current password, then the new password. Confirm the new password and click **Change password**.
4. If the password change is successful, the message “Your password has been changed.” will be present at the top of the page.

Note: The password you create must be at least 6 characters long and contain an uppercase character, lowercase character, a number and a non-alphanumeric character.

## **Request Access to Facility**

### Generators

1. Go to Facility Listing.
2. On the **Generating Facility Listing** tab click **Request Existing Generating Facility to Assign to Account**.
3. Choose the appropriate generating facility or facilities from the Facility List and click **Submit Facility Access Request**.
4. The facility profile will not be available to the user until the IEMA Administrator has reviewed and approved the request.

### Brokers/Treatment Facilities/Disposal Facilities

1. Go to Facility Listing.
2. Choose the appropriate facility listing tab at the top of the page (Broker Facility, Treatment Facility or Disposal Facility).
3. Select the facility from the **Facility List** and click **Submit Facility Access Request**.
4. The facility profile will not be available to the user until the IEMA Administrator has reviewed and approved the request.

## **Create New Facility**

### Generators

1. Go to Facility Listing.
2. Click **Create New Generating Facility** from the top of the page.

3. Enter the required facility information and click **Save**.
4. After the new facility request has been approved, the user will be able to access functions for the facility.

#### Brokers/Treatment Facilities/Disposal Facilities

1. Go to Facility Listing.
2. Click **Create New Generating Facility** from the top of the page.
3. Enter the required facility information and click **Save**.
4. After the new facility request has been approved, the user will be able to access functions for the facility.

#### **EDT File Submittal**

One of the major functions of the LLRWS is submission of EDT files. Generators are required to submit EDT files to the Agency when they ship waste into, within or out of the State of Illinois in accordance with 32 Illinois Administrative Code 609.50. Previously, not all generators had the ability to create an EDT file because it requires the use of specialized software. The Agency recognized all generators didn't have access to this software and instead allowed generators to enter shipment information in the Annual Generator Survey. However, since the LLRWS allows generators to create an EDT file, generators are expected to comply with the 609.50 requirement.

Generators who ship waste into, within or out of state are required to apply for a Permit in accordance with 609.40. Generators who did not submit EDT files previously should check their Permit status by following the instructions below. If a permit has not been issued to the Generator, the LLRW Tracking tab, where generators can upload or create EDT files, will not be accessible to the generator.

#### LLRW Tracking Permit Status

1. Log in to the Low-Level Radioactive Waste System.
2. Go to **Facility Listing**, choose the facility and select **Facility Profile**.
3. On the Facility Profile page, look for the **Permit Issued** field. If the box is checked, a Permit has been issued. If the box is not checked, a Permit has not been issued.
4. To receive a Permit, complete the **LLRW Tracking System Permit Application Form** and submit to [EMA.llrwAnnualSurvey@illinois.gov](mailto:EMA.llrwAnnualSurvey@illinois.gov). Once the Agency has processed the application, the approved form will be returned to the generator with the Permit number. The link to this form can be found at the top of the **Facility Profile** page.

## EDT File Upload

To upload an EDT file, follow the instructions below. Note: Files must have a .edt file extension. The LLRWS will not process other file types. If the user has a .dat file or another file extension, save the file as an .edt file by going to File → Save as. Change the Save as type to All Files and add .edt to the file name.

1. Log in to the Low-Level Radioactive Waste System.
2. Go to **Facility Listing** and select **Facility Profile** next to your facility.
3. Go to the **LLRW Tracking** tab at the top of the page.
4. Select **Create New Shipment**.
5. **File Import**
  - a. If an EDT file has been created, select **File Import**.
  - b. Click **Choose File**
  - c. Navigate to the EDT file to be imported and click **Open**.
  - d. Click **Import Data**
  - e. Once the file has uploaded, the Shipping Main Page will load which will allow the generator to view the Transaction Reference Number (TRN).

## EDT Submission Through Website Pages

The shipment information contained in an EDT file is provided using four types of records. The record types are Manifest, Container, Waste and Isotope. To create an EDT file using the website pages, users will have to provide the information required for each record type. A list of the data elements that go into each record can be found in 32 Illinois Administrative Code 609 Table A-1. Users can also reference Table A-2 for data element definitions.

1. Log in to the Low-Level Radioactive Waste System.
2. Go to **Facility Listing** and select **Facility Profile** next to the facility.
3. Go to the **LLRW Tracking** tab at the top of the page and select **Create New Shipment**.
4. If you do not have an EDT file to upload, click **Use Website Pages**.
5. You will be prompted to begin entering the shipment information
  - a. Select **Shipment Type**
  - b. Enter the **Manifest Number**
  - c. Enter the **Actual Shipment Date**
  - d. Click **Save**.
6. On the Shipment Main page, click **Edit Shipping** to edit the shipment information entered on the previous screen or click **Create Manifest** to continue entering shipment information.

7. On the Create Manifest page enter all required information and click **Save**.
8. On the Manifest Main page, click **Back to Shipping Main**.
9. To create a Container record, click **Create Container** on the Shipment Main page.
10. Enter all required information on the Create Container page and click **Save**.
11. If no additional Container records need to be created, return to the Shipment Main page. To add additional Container records, click **Back to Container List** from the Container Main page and select **Create New Container** on the Container Listing page.
12. To create a Waste record, click **Create Waste for Container** at the bottom of the Shipment Main page.
13. Enter all required information on the Create Waste page and click **Save**.
14. If no additional Waste records need to be created, return to the Shipment Main page. To add additional Waste records, click **Back to Waste List** on the Waste Main page and select **Create New Waste** on the Waste Listing page.
15. To create an Isotope record, click **Create Isotope for Waste** at the bottom of the Shipment Main page.
16. Enter all required information on the Create Isotope page and click **Save**.
17. To add additional Isotope records, click **Back to Isotope List** on the Isotope Main page and select **Create New Isotope** on the Isotope Listing page.
18. Once all shipment container, waste and isotope records have been entered, return to the Shipment Main page.
19. If all required elements of the shipment have been entered, a **Submit Shipment** button will be present. If not, there will be a message at the bottom of the page indicating any corrections that need to be made before the shipment can be submitted.
20. Click **Submit Shipment**.

## Generator Survey

Generators will receive an email when the Annual Low-Level Radioactive Waste Generator Survey goes live. The survey must be completed within 30 days after it goes live.

1. Log in to the LLRWS.
2. Go to **Facility Listing** and click **Facility Profile** next to the facility.
3. Go to the **Generator Survey** tab at the top of the page.
4. Select **Create New Survey**.
5. Click **Save** to initiate the survey.



6. On the Survey Main screen, create survey Parts 1-4 by clicking each Survey Action and answering the questions in each Part.
7. If you answer yes to certain questions, you will be required to complete a corresponding table. All tables required to be completed will automatically populate on the Survey Main screen after Parts 1-4 have been completed.
8. All Parts and Tables must be marked complete before the survey can be submitted. Once all are marked complete, click **Submit Survey**.

Note: Once a survey has been submitted, changes can only be made if it is reactivated. Contact the IEMA Administrator to have a survey reactivated.

## Broker Survey

Brokers, Treatment Facilities and Disposal Facilities will receive an email when the Annual Low-Level Radioactive Waste Broker Survey goes live. The survey must be completed within 30 days after it goes live.

1. Log in to the LLRWS.
2. Go to **Facility Listing** and click **Facility Profile** next to the facility.
3. Go to the **Broker Survey** tab at the top of the page.
4. Select **Create New Broker Survey**.
5. Facilities have the option to complete the Broker Survey on the website, or to download a pdf copy of the survey and upload it to the website
  - a. To complete the Broker Survey on the website click **Start New Broker Survey** and follow steps 6-8.
  - b. To complete upload a copy of the Broker Survey to the website, click the **Use File Upload** box, then click **Start New Broker Survey**.
    - i. Right click on the **PDF Broker Survey to Complete** and select **Open link in new tab**.
    - ii. Download the form and complete.
    - iii. Once completed, choose **Upload New Broker Survey Document**.
    - iv. Click **Choose File**.
    - v. Select the appropriate file and click **Open**.
    - vi. Click **Save**.
    - vii. Users can view the file prior to submitting by choosing **View File**.
    - viii. To submit the survey, click **Submit Survey**.

6. On the Broker Survey Main screen, create and complete Survey Parts 1, 3 and 4 and update Parts 2A and 2B as needed.
7. All Parts must be marked complete before the survey can be submitted. Click the text **Mark Task Complete** in the Mark Complete column for each Part.
8. Once all Parts are marked complete, click **Submit Survey**.

Note: Once a survey has been submitted, changes can only be made if it is reactivated. Contact the IEMA Administrator to have a survey reactivated.

## Fee Payment

After the Generator Survey has been submitted, the IEMA Administrator will review the survey to ensure there are no corrections required. Once completed, the user will receive a notification via email when the LLRW Generator fee is ready to be paid. Users have two payment options, online payment or payment by check.

### Online Payment

1. After the Generator Survey is submitted, the IEMA Administrator will review the survey. If the user's facility generated LLRW, the user will receive a notification via email when the LLRW generator fee is ready to be paid.
2. Log in to the LLRWS.
3. Go to **Facility Listing** and click the **Facility Profile** next to the facility corresponding facility.
4. Go to the Generating Facility Profile tab and click **Facility Fee Payments**.
5. Click on **Make Online Fee Payment**.
6. The user will be directed to the JetPay site where the payment can be made.

Note: Generators can only enter the amount of the LLRW fee plus the processing fee from the service.

### Pay by Check

1. After the Generator Survey is submitted, the IEMA Administrator will review the survey. If the user's facility generated LLRW, the user will receive a notification via email when the LLRW generator fee is ready to be paid.
2. Log in to the LLRWS.
3. Go to **Facility Listing** and click the **Facility Profile** next to the corresponding facility.
4. Go to the Generating Facility Profile tab and click **Facility Fee Payments**.
5. Follow the instructions on the Fee Payment Listing page to pay by check.

Note: Users can download and print an invoice from the Facility Fee Payments screen by clicking Generate Invoice.

## Questions

Please email any questions about the LLRWS to [EMA.llrwAnnualSurvey](mailto:EMA.llrwAnnualSurvey) .