

NOTES FOR RADIATION INVOICES

1. General Payment information

- Please see the reverse side of the invoice for more information including our address and online payment options.
- The bottom of the invoice is a tear-off coupon which should be mailed with your payment.
- You may submit one check with multiple invoices. Please be sure to include the coupons for all invoices you wish to pay. We also recommend you indicate which invoices you are paying on the check.

2. I just paid a bill, why am I getting another one?

- If the unit is new the first invoice was the application fee. There is a one-time application fee with the installation of each new x-ray machine. An annual fee is assessed at the beginning of the fiscal year which starts July 1st.

3. I have sold my equipment/practice what do I need to do?

- Complete the [DRC 6](#) form along with a cover letter explaining the situation. Include whether the previously registered x-ray units were moved to a new location or if they were sold. If sold, please supply name and address of the new owner. This form can be found on our website.
- **A letter or note on the invoice is not sufficient notification of a change of owner, operator or name.**

4. The Doctor is deceased, what do I do with the equipment? Do I still owe the invoice?

- The annual fee for X-ray equipment is still owed as long as the unit(s) remains operable and has not been sold.

5. My equipment is no longer in use or is in storage. Do I still owe the invoice?

- If the unit is operable and has been placed in storage, the machine is still registered and the annual fee is owed.

6. What deems equipment inoperable?

- A machine is inoperable if its X-ray tube (insert) has been removed in such a manner that it would require an X-ray company/service person to make it operable. For a list of X-ray service companies, please see the [Radiation Forms, Guides, and Information](#) page on our website.
- **The disposition form which is located in the DRC 6 form needs to be completed for the referenced X-ray unit, indicate the Model Number and Serial Number of the unit in question, and received by DEQ by the invoice due date, in order to avoid paying the annual fee.**

7. Requirements for disposal of X-ray equipment

- A written document stating that the tube head has been removed by a licensed X-ray supplier and if they disposed of the unit. For a list of service companies, see the [Radiation Forms, Guides, and Information](#) page on our website.

8. The mailing address is incorrect.

- Please indicate the correct address on the back of the remittance coupon. Or you may contact us as indicated below.
- Please Note: If you are paying your invoice electronically, or if your billing address changes during the year, please inform the Financial Services Division at the contact listed below.

9. You are paying the invoice late.

- Payments not **received** by the department within 15 days of the due date will be charged a late payment fee. The late payment fees are a percentage of the annual fee as follows:
 - Payments received within 45 days of the invoice date . . . 5%
 - Payments received within 60 days of the invoice date . . . 10%
 - Payments received within 90 days of the invoice date . . . 15%

10. For questions regarding your Registration or License please contact:

Melanie Bauder	225-219-3647	Melanie.Bauder@LA.GOV
Karen Burgard	225-219-3670	Karen.Burgard@LA.GOV

11. For any other questions please contact your DEQ Financial Services representative

Attn: Alyssa Dugas	Phone: (225) 219-5337
LDEQ - Financial Services Division	Fax: (225) 219-3868
PO Box 4303	Email: Alyssa.Dugas@LA.GOV
Baton Rouge, LA 70821-4303	Website: http://www.deq.louisiana.gov/invoice