**Section 840.60 Fee Assessment**

The Department will charge persons or organizations, other than local health departments, State agencies or other units of State government, including the Illinois General Assembly and staff, for requested summaries or analyses of data that are not included in any report, survey or compilation of data prepared by the Department.

a) All requests for summaries or analyses of data not included in any report, survey or compilation of data prepared by the Department shall be in writing and include a protocol that meets the requirements of Section 840.30(b) of this Part.

b) Fees shall be assessed based upon the following:

1) Cost of data processing and programming;

2) Cost of administrative and clerical processing;

3) Cost of supplies and materials, if any; and

4) Cost of postage.

c) Upon receipt of the written request, the Department will estimate the amount of the fee calculated in accordance with subsection (b) and will issue a statement of fee assessment to the requestor. Payment of 50 percent of the estimated fee shall be rendered prior to initiating the project requested. All payments are nonrefundable.

d) Full payment of the final assessed fee shall be rendered upon receipt of the final statement of fee assessment and prior to receipt of the requested data.

e) Failure to submit the full assessed fee within 60 days after the receipt of the final statement of fee assessment will be deemed a withdrawal of the request. The Department will refuse future requests from a requestor who has not paid assessed fees.

(Source: Amended at 36 Ill. Reg. 8379, effective May 18, 2012)