SOG 35 – Mission Request Processing Addendum
Annex – PennDOT Road Salt Requests

Subject:
PennDOT Road Salt Requests

Scope:
Pennsylvania Emergency Management Agency (PEMA)
- Bureau of Internal Operations – Commonwealth Watch and Warning Center
- Bureau of External Operations - Division of Logistics and Resource Management
- Area Offices

Pennsylvania Department of Transportation (PennDOT)

I) PURPOSE

A) The purpose of this document is to provide a specific guideline on how to process resource requests from counties to supplement diminished road salt supplies.

B) This document will outline specific procedures and responsibilities for:

1) Pennsylvania Emergency Management Agency (PEMA)

   a) Bureau of Internal Operations – Commonwealth Watch and Warning Center
   b) Bureau of External Operations - Division of Logistics and Resource Management
   c) Area Offices

2) Pennsylvania Department of Transportation (PennDOT)

II) SITUATIONS and ASSUMPTIONS

A) Situation

1) The winter weather outlook predicts adverse winter weather conditions that may place a strain on municipal and/or county salt stockpiles.

2) County and municipal salt supplies, as well as the salt supplies for other state agencies and non-governmental organizations (NGOs), may be insufficient due to a number of reasons.

   a) The amount of salt available to municipalities from vendors may be in short supply.

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b) Transportation assets for salt may be reduced, causing a delay in delivering available salt to affected municipalities.
c) Future stockpile planning of county and municipal stockpile supplies may fall short of the actual amount needed due to adverse and/or persistent winter weather conditions.

B) Assumptions

1) Based on the situation, salt stockpile shortages may occur.

2) County Emergency Management staff will receive salt requests from municipalities and NGOs.

3) County Emergency Management staff will submit resource requests to PEMA requesting salt to be used by municipalities, counties, and/or critical infrastructure within their county.

a) NGOs – County Emergency Management Agency (EMA) must be prepared to justify an NGOs need for salt (i.e. critical infrastructure, life safety, etc.).
b) A PennDOT Emergency Salt Request Form must accompany all resource requests for salt.

4) Prior to submitting resource request for salt, all efforts to obtain the salt through other means (e.g. local contracts, emergency purchases, mutual aid, etc.) will have been exhausted and documented as part of the request.

5) PEMA may also receive Resource Requests from other state agencies which experience salt shortages.

a) State agencies requesting salt through PEMA via a resource request must include a disposition statement from the Department of General Services (DGS).
b) PEMA will process resource requests for salt from other state agencies using the same guidelines for municipal requests.

III)   ROLES AND RESPONSIBILITIES

A) PEMA will serve as the conduit for all requests for salt. Specifically:

1) The PEMA CWWC will receive the salt request from the county EMC. The CWWC will verify the Area Office also received the request and forward the request to the Divison   of   Logistics   and   Resource   Management.

2) The PEMA Area Office will verify that the municipality and/or county have exhausted all means to procure additional supplies of road salt, including mutual aid agreements and vendor contracts as documented on the PEMA Resource Request Form. Area office staff will also assist the Counties in obtaining and completing the PennDOT Emergency Salt Request Form.

3) PEMA's Division of Logistics and Resource Management will verify the PennDOT's Salt Request Form has been properly completed. After hours requests will be reviewed by the CWWC and Area Offices will be notified of any after-hours requests for salt.

4) Once the Resource Request has been verified and accepted; PEMA's Division of Logistics and Resource Management, or the CWWC will:

   a) Generate a mission and assign that mission to PennDOT ensuring the email address for the County EMA is listed in the Mission so that they receive mission status updates.
   b) The PEMA Division of Logistics and Resource Management will monitor status updates entered by PennDOT in the emergency management reporting platform.
   c) The PEMA Division of Logistics and Resource Management will close the mission once all replenishment/repayment terms between PennDOT and the municipality and/or county have been met as advised by PennDOT.

B) PEMA Area Offices:

1) Area offices will receive resource requests for salt from County Emergency Management Staff.

   a) The Area Office will ask requesting counties if all reasonable attempts to obtain road salt from vendors and/or mutual aid have been attempted.

2) Distribute PennDOT Emergency Salt Request Form to county emergency management staff.

3) Submit completed Resource Request Forms and electronic PennDOT Emergency Salt Request Forms to the PEMA Division of Logistics. After-hours requests will be received by the CWWC.

4) Until PennDOT notifies a county that a final disposition has been made, County Emergency Management Personnel may direct additional inquires to Area Office Staff, who will route inquiries for PennDOT through the Division of Logistics.

C) PennDOT will serve as the lead agency for all resource requests for salt. This includes:

1) Establish review periods which will end at the close of business two days per week, as identified by PennDOT. Requests received in these periods will be weighed against other requests received in that period along with previously submitted requests that were not granted (except in cases identified as an emergency requiring immediate consideration).

2) Determine the level of need and triage the resource requests through a weighted scoring system to allocate available resources in a rating period.

3) Identify and source supplies (i.e. PA Turnpike, vendors, etc.) of available salt.

4) Notify the county if the resource is being rejected through an automated email generated by the emergency management reporting platform Board, reason for the rejection and continuing disposition of the resource request (i.e. remain active into the next rating period) on the last day of each rating period for those new and outstanding requests.

5) Notify the county if the request has been accepted through an automated email generated by the emergency management reporting platform Board, identify a point of contact with whom the receiving organization can arrange pickup of the salt, and a five-working day window the approved quantity will be held and made available.

6) Track delivery of salt and make arrangements for replenishment or repayment.

7) Keep PEMA's Division of Logistics and Resource Management informed of changes to the status of repayment/replenishment as agreed upon between the county and PennDOT.

8) Notify PEMA's Division of Logistics and Resource Management when all replenishment/repayment terms have been met.

IV) SALT RESOURCE REQUESTS AND MISSION ASSIGNMENT

A) Resource Requests for road salt will be generated AFTER:

1) Affected municipalities, other accepted organizations, and/or counties attempted to purchase additional salt from a vendor but were unable to acquire the product.

2) Affected municipalities, other accepted organizations, and/or counties attempted to obtain salt or winter weather road maintenance through a local contract with another entity, public or private, but were unable to acquire the material.

3) Affected municipalities, other accepted organizations, and/or counties attempted to obtain salt through mutual aid (neighboring municipality) but were unable to acquire the material.

4) The county emergency manager attempted to procure salt supplies from a neighboring county but was unable to acquire the material.

B) The Emergency Management Coordinator (or designee) for the affected county will submit a PennDOT Salt Request Form for road salt to PEMA for assignment to PennDOT.

C) Upon receipt of the Resource Request and PennDOT Emergency Salt Request Form, the Division of Logistics and Resource Management will review the request form for completeness. In the absence of Division of Logistics and Resource Management staff, this will be completed by an Emergency Management Watch Officer (EMWO) or Emergency Management Supervisor in the CWWC.

D) All received forms will be attached to the mission assignment in the emergency management reporting platform.

E) If the request is to be designated as an emergency by the County Emergency Management Coordinator, or designee, and must receive attention in advance of the traditional rating periods, PEMA will immediately notify the PennDOT Statewide Traffic Management Center staff to contact the PennDOT Area Commander by phone, advising them of the emergency request. In addition, it must be noted in the "Mission Status and Notes" section of the mission assignment board that request must receive immediate attention.

F) Once it has been determined the form is complete, the personnel in the PEMA Division of Logistics and Resource Management or CWWC will generate a mission and task in the emergency management reporting platform. The task shall be assigned to PennDOT.

G) All messages related to the request, along with a copy of the resource request form and salt request form, shall be attached to the mission in the reporting platform.

H) After completion of entry, the Division of Logistics and Resource Management or CWWC personnel will generate an email to the requesting county EMA, copied to the PennDOT resource support notification group (PEMA – RS – Transportation) as follows:

"The PEMA Division of Logistics and Resource Coordination (or CWWC) has received your request for _____ tons of salt for _____(Municipality Name). The Request has been forwarded to PennDOT for review. Based on Transportation's current rating period for salt requests, you can expect a decision from PennDOT on _____(last date of the next rating period).

I) All messages related to the request, along with a copy of the resource request form and salt request form, shall be attached to the mission in the reporting platform.

1) Complete the Resource Request Form with the Task Number generated by the "Resource Missions and General Tracking" Board.

2) Save received Excel PennDOT Salt Request Form to P:/HQ_OPS/Resources/ResourceRequests/20XX… (Select the appropriate month)

3) Attach the Excel PennDOT form to the assigned mission in the Emergency management reporting platform Board by selecting "Add New Document" in the specific salt mission. Follow the prompts to attach a document.

4) Place the completed Resource Request Form in the Logistics Office.

V) MISSION STATUS UPDATES

A) Upon receipt of the mission, PennDOT staff will review requests received during each rating period. PennDOT will respond to each request on the last day of the rating period following the rating period in which the request was received. Rejected requests will be notified through the Emergency management reporting platform system and will remain

PennDOT Road Salt Requests
Effective Date: **November 26, 2022**
Page Number: **6**

active and move into the next rating period. The practice of re-evaluation will continue until the request is granted, canceled by the County, re-submitted by the county, or the end of the winter maintenance season as agreed upon by PennDOT and PEMA.

B) PEMA Logistics staff will review mission status and verify the county received notification from the Emergency management reporting platform system.

C) After the task has been created and assigned to the PennDOT AREP, PennDOT staff will review the request and make a determination whether material is available to satisfy the request or not. The task status will be updated as follows:

1) Accepted:
   a) PennDOT staff has reviewed the request and agree to offer part or all of the material requested.
   b) PennDOT staff will contact the requestor to notify them that their request has been approved.
   c) PennDOT staff will work directly with the requestor to arrange pickup of the salt and finalize repayment/replenishment terms.
   d) PennDOT staff will log all updates in the PEMA emergency management reporting platform. If PennDOT staff is unable to access the system, they will email updates to the CWWC (stateeoc@pa.gov) and have the Watch Staff update the board.

2) In-Progress
   a) Once a mission has been accepted, initial notifications have been made, and terms agreed to, the AREP can update the status to In-Progress.
   b) All updates from this point until the product is delivered will fall under In-Progress.

3) Reassigned
   a) All resource requests for salt will be assigned to PennDOT. No missions will be reassigned.

4) Completed – Resource Arrived
   a) To be selected once ALL product has been delivered per the terms of the request and the agreement.

5) Rejected
   a) PennDOT staff will publish all rejections, with rejection reason and/or rationale, in the emergency management reporting platform system for communication back to the county.
   b) PennDOT staff will log all updates in the PEMA emergency management reporting platform. If PennDOT staff is unable to access the board, they will email updates to the CWWC (stateeoc@pa.gov) and have Logistics or Watch Staff update the Board.

6) Resource Demobilized
   a) This status will be used once all salt has been replenished or repaid.

7) Canceled Request

a) This status will be selected if the county cancels the resource request.

D) Always verify the County Emergency Management Coodinator's email is in the "Original CCs" Box. If not, add the email back to "other email" field. NOTE: Adding an email address to the "Other Email" field clears those email addresses in the "Original CCs" field. If you must add a new email address, you will have to reenter multiple emails can be added to this field. Please be sure to separate the emails using a semi-colon (;).

VI) MISSION CLOSURE

A) Once a task status has been updated to "Delivered – Resource Arrived," the next and final status update will be "Demobilized."

B) As stated above, a task status can be changed to "Demobilized" when one of two conditions are met:

1) All delivered salt has been replenished.

2) All delivered salt has been repaid.

C) PEMA Logistics Staff will periodically review open missions with the lead ESF AREP to determine the current status.

D) The PennDOT AREP will notify PEMA when all conditions (repayment/replenishment) have been met and will advise when the mission can be closed.

VII) REVIEW

This procedure will be reviewed annually. Changes shall be submitted to the Director, Bureau of External Operations.

Attachment (1)   PennDOT Salt Request Rating Period (2022-2023)
Attachment (2)   PEMA Resource Request Process for Salt

PennDOT Road Salt Requests
Effective Date: **November 26, 2022**
Page Number: **8**

Attachment A
PennDOT Salt Request Rating Period (2022-2023)

PennDOT will use the following rating periods for all salt requests from November 26, 2022 until March 31, 2023.

Received On:			Response On:
11/26/22	to	11/30/22	12/2/22
12/1/22	to	12/2/22	12/7/22
12/3/22	to	12/7/22	12/9/22
12/8/22	to	12/9/22	12/14/22
12/10/22	to	12/14/22	12/16/22
12/15/22	to	12/16/22	12/21/22
12/17/22	to	12/21/22	12/23/22
12/22/22	to	12/23/22	12/28/22
12/24/22	to	12/28/22	12/30/22
12/29/22	to	12/30/22	1/4/23
12/31/22	to	1/4/23	1/6/23
1/5/23	to	1/6/23	1/11/23
1/7/23	to	1/11/23	1/13/23
1/12/23	to	1/13/23	1/18/23
1/14/23	to	1/18/23	1/20/23
1/19/23	to	1/20/23	1/25/23
1/21/23	to	1/25/23	1/27/23
1/26/23	to	1/27/23	2/1/23
1/28/23	to	2/1/23	2/3/23
2/2/23	to	2/3/23	2/8/23
2/4/23	to	2/8/23	2/10/23
2/9/23	to	2/10/23	2/15/23
2/11/23	to	2/15/23	2/17/23
2/16/23	to	2/17/23	2/22/23
2/18/23	to	2/22/23	2/24/23
2/23/23	to	2/24/23	3/1/23
2/25/23	to	3/1/23	3/3/23
3/2/23	to	3/3/23	3/8/23
3/4/23	to	3/8/23	3/10/23
3/9/23	to	3/10/23	3/14/23
3/11/23	to	3/15/23	3/17/23
3/16/23	to	3/17/23	3/22/23
3/18/23	to	3/22/23	3/24/23
3/23/23	to	3/24/23	3/29/23
3/25/23	to	3/29/23	3/31/23
3/30/23	to	3/31/23	4/5/23

Attachment #2
The PEMA Resource Request Process for Salt
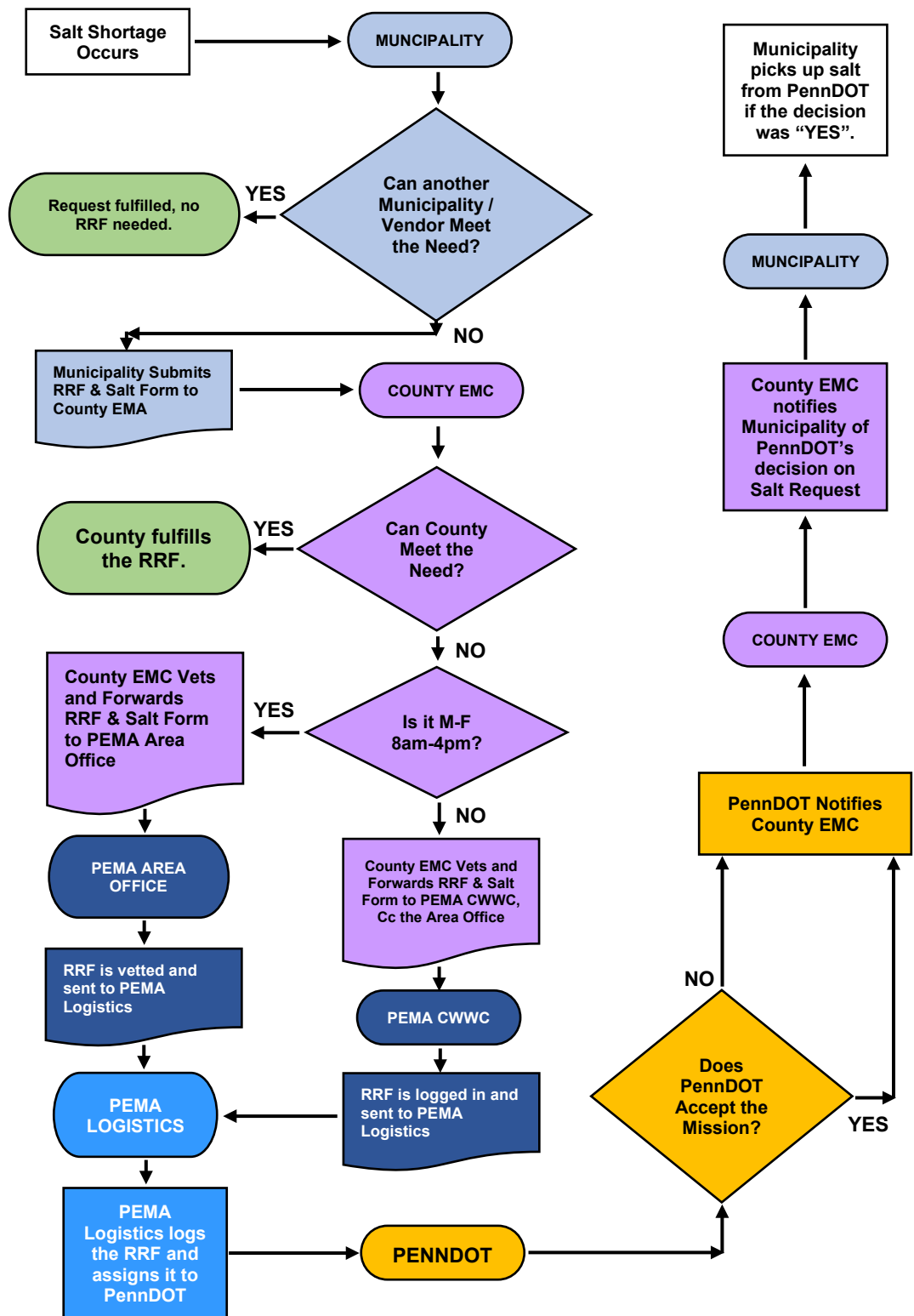
The Municipality will verify the following:

1. Does another agency within the Municipality own the resource?

2. Is the resource available via Mutual Aid?

3. Did the requestor attempt to purchase or lease the resource?

4. Can the Municipality purchase or lease the resource?

The County EMA will verify the following:

1. Does another agency or Municipality within the County own the resource?

2. Is the resource available via Mutual Aid?

3. Did the Municipality attempt to purchase or lease the resource?

4. Can the County purchase or lease the resource?

The PEMA Area Office will verify the following:

1. Does another County within the region own the resource?

2. Does the regional Task Force own the resource?

3. Did the County attempt Mutual Aid?

4. Did the County attempt to purchase or lease the resources?

Salt Shortage Occurs → **MUNCIPALITY**

Can another Municipality / Vendor Meet the Need?
- YES → **Request fulfilled, no RRF needed.**
- NO → **Municipality Submits RRF & Salt Form to County EMA** → **COUNTY EMC**

Can County Meet the Need?
- YES → **County fulfills the RRF.**
- NO → **Is it M-F 8am-4pm?**
  - YES → **County EMC Vets and Forwards RRF & Salt Form to PEMA Area Office** → **PEMA AREA OFFICE** → **RRF is vetted and sent to PEMA Logistics** → **PEMA LOGISTICS**
  - NO → **County EMC Vets and Forwards RRF & Salt Form to PEMA CWWC, Cc the Area Office** → **PEMA CWWC** → **RRF is logged in and sent to PEMA Logistics** → **PEMA LOGISTICS**

PEMA LOGISTICS → **PEMA Logistics logs the RRF and assigns it to PennDOT** → **PENNDOT** → **Does PennDOT Accept the Mission?**
- NO → **PennDOT Notifies County EMC**
- YES → **PennDOT Notifies County EMC**

PennDOT Notifies County EMC → **COUNTY EMC** → **County EMC notifies Municipality of PennDOT's decision on Salt Request** → **MUNCIPALITY** → **Municipality picks up salt from PennDOT if the decision was "YES".**

pennsylvania
DEPARTMENT OF TRANSPORTATION

PennDOT Salt Request Form

Requesting Organization Name		

County Submitting to PEMA		Date Submitted to PEMA	

Municipal Contact Name	

Municipal Contact Phone Number	

Member of Co-STARs		Member of a Local COG	

Other Municipal Organizations Contacted to Determine if Salt is Available Locally	

Salt Quantity Requested		Load Capacity of Truck(s) to Move Salt	

If Salt is Available for Purchase Are You Willing to Purchase Requested Quantity		Funds and Acct. Info Available Day of Pick-up	

Do You Intend to Borrow Requested Quantity		Approximate Date of Salt Return	

Requesting Organization has Salt on Order		Estimated Delivery Date from Vendor	

Salt (Tons) on Hand		Salt Storage Capacity	

Miles of Road Plowed by Your Organization		Existing PennDOT Municipal Agreement	

Average Annual Salt Usage		Salt Used This Season	

County Official Use Only

X
_____
Name of County Official submitting
the request

PEMA Official Use Only

Request designated as an emergency? [ ]

X
_____
Name of PEMA Offical reviewing this form

PennDOT Salt Request Form Instructions

This form is available for use when requesting salt from PennDOT by county, and municipal governments as well as state agencies and non-governmental organizations designated as critical infrastructure. Its use is designed to supplement the resource request process as administered by PEMA by providing key facts to PennDOT. Your complete and accurate answers are critical to the integrity of this process.

The form shall remain, wherever possible, in its electronic form and is available in this format from your PEMA points of contact. Failure to submit this form in its electronic format will delay the capturing of data and therefore delay a response to your request.

Upon receipt of the form a copy may be saved on a local drive. Each shaded area is a required field. For your convenience drop-down menus or examples of acceptable formats are available once a box is selected. Counties must submit a separate request for each organization represented.

Once completed the form should be forwarded to PEMA for review. PEMA will ensure the form is complete and forward to PennDOT for consideration. Forms will be reviewed on Wednesday and Friday of each week through the end of March. Requests received by PennDOT by close of business on Wednesday will receive a reply by the close of business on Friday. Requests received by close of business Friday will receive a reply by the close of business on Wednesday.

Requests can be granted in part or in full, at which point the requester will receive the offer with conditions and a five working day period in which to accept or reject the offer **and** pick-up the salt. Salt not picked up within the time period will be considered rejected and will be offered to another requester.

Requests which cannot be granted will be reconsidered along with all new requests in the next period. This process of reconsideration will continue until one of the following occurs: request is approved and conditions tendered, requester withdraws request, requester resubmits a new request or the end of the last PennDOT Salt Request window.

The form can be found at the "Salt Form" tab below.