

### PennDOT Salt Request Form

<b>Requesting Organization Name</b>	<input style="width: 100%;" type="text"/>	
<b>County Submitting to PEMA</b>	<input style="width: 100%;" type="text"/>	<b>Date Submitted to PEMA</b>
<b>Municipal Contact Name</b>	<input style="width: 100%;" type="text"/>	
<b>Municipal Contact Phone Number</b>	<input style="width: 100%;" type="text"/>	
<b>Member of Co-STARS</b>	<input style="width: 100%;" type="text"/>	<b>Member of a Local COG</b>
<b>Other Municipal Organizations Contacted to Determine if Salt is Available Locally</b>	<input style="width: 100%;" type="text"/>	
<b>Salt Quantity Requested</b>	<input style="width: 100%;" type="text"/>	<b>Load Capacity of Truck(s) to Move Salt</b>
<b>If Salt is Available for Purchase Are You Willing to Purchase Requested Quantity</b>	<input style="width: 100%;" type="text"/>	<b>Funds and Acct. Info Available Day of Pick-up</b>
<b>Do You Intend to Borrow Requested Quantity</b>	<input style="width: 100%;" type="text"/>	<b>Approximate Date of Salt Return</b>
<b>Requesting Organization has Salt on Order</b>	<input style="width: 100%;" type="text"/>	<b>Estimated Delivery Date from Vendor</b>
<b>Salt (Tons) on Hand</b>	<input style="width: 100%;" type="text"/>	<b>Salt Storage Capacity</b>
<b>Miles of Road Plowed by Your Organization</b>	<input style="width: 100%;" type="text"/>	<b>Existing PennDOT Municipal Agreement</b>
<b>Average Annual Salt Usage</b>	<input style="width: 100%;" type="text"/>	<b>Salt Used This Season</b>

**County Official Use Only**

X

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Name of County Official submitting the request

**PEMA Official Use Only**

Request designated as an emergency?

X

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Name of PEMA Official reviewing this form

## PennDOT Salt Request Form Instructions

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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.