

## ATTENTION: ACCD Now Accepting Digital Submissions

Dear Colleagues,

ACCD is pleased to announce the ability to accept permit applications and payments digitally. We appreciate your patience while we made the necessary move to remote work in order to comply with the Governor's Stay at Home order due to the COVID-19 outbreak, helping to keep our staff and community as safe as possible.

Please note the following details:

- All mail or packages addressed to ACCD between March 13 and now are considered 'lost.' They will have to be resubmitted electronically with the instructions below.
- While DEP has suspended review timelines, ACCD staff will endeavor to work as closely as possible to Permit Decision Guarantee (PDG) timelines. Also, expedited reviews are an option that may be selected.

### Submission Instructions

There are three ways to electronically send the permit package. A shared link to the ACCD Google Drive folder is our preferred option. In all cases the first step is to alert Matt Gordon, Regulatory Team Director, via email on your intent to submit. Matt may be reached at [mgordon@accdpa.org](mailto:mgordon@accdpa.org). In your intent to submit email, please indicate your project name, preference submission, payment preference and point of contact for invoicing.

Electronic submission options are:

1. Receive a link to a secure ACCD Google Drive folder to upload the permit package.
2. Provide information to ACCD staff to access your organization's cloud drive with the permit package so it can be retrieved.
3. Receive a link, along with a username and password, to ACCD's PADEP FTP folder to upload the permit package.

### Payment Options

Once the permit package is received, an itemized invoice will be created. Payment options are:

1. ACCD can issue an invoice via Square app, delivered in an email to the applicant. Invoices can be paid online with credit or debit cards. Payment with credit card will include a processing fee of 2.9% + \$0.30 per transaction.
2. Permit applicants can pay by phone with credit card. Applicant(s) can call ACCD at 412-291-8009 to process credit card information. Payments via credit card by phone will include a processing fee of 3.5% + \$0.15 per transaction.

3. If payment by credit card is unavailable, please contact ACCD at 412-291-8009 for alternative payment options including Automated Clearing House (ACH).

Again, thank you for your patience. The ACCD family extends our best wishes to you and yours. We look forward to working with you during this uncertain time and beyond.

Be well,

Heather Manzo

Executive Director