

All DAAC Exception requests must be submitted electronically to ra-paexcept@pa.gov which has been created to receive ONLY exception requests.

The DAAC Exception Request form is available on the Department of Health website. The person appointed by the Governing Body to be in charge of the facility must sign the form. Electronic and typed signatures are acceptable.

The instructions below provide all the information for proper electronic submission of the completed, signed form and the additional supporting information required for a DAAC Exception request.

1. Enter “**Exception Request - [Facility Name]**” in the **subject** line of the e-mail.
2. Submit the completed, signed request form and all information required for the complete exception request(s) as attachment(s) to the e-mail. The text or body of the e-mail is not considered part of the request. If facility is a Rural Health Model Hospital, check the box and copy Janice Walters (c-jawalter@pa.gov) and Jeanne Parisi (jeparisi@pa.gov) when submitting the request.
3. The size of a single submission, including all attachments, must not exceed 10MB (megabytes), which equals approximately 90 single pages. If you must break it into multiple emails add "1 of 3...2 of 3, etc". in the subject line.
4. A single e-mail may be used to submit multiple Exception Requests; A completed request form and all supporting information must be attached as **one document in PDF format for each request.** Do not submit multiple requests with multiple attachments in the same email as we will have no way of knowing which attachment belongs to each request.
5. Submit all Exception Request e-mails to: ra-paexcept@pa.gov. Please allow 2 business days for confirmation that the Exception Request has been received. If no confirmation is returned within that time, please email Bridget Hinkle at brinkle@pa.gov regarding the status of the submitted Exception Request.
6. Exception requests for Structured and **Sterilization Control** must follow the guidelines developed for each exception.
7. All Exception Requests received by COB the last Friday of the month will be reviewed the following month.
8. Determination letters will be emailed approximately 4 weeks after the submission deadline. This allows time for requests to be published in the PA Bulletin, followed by a 2-week public comment period before determinations will be given.

*****No verbal determinations will be given ahead of the letter*****