



INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

We Protect Hoosiers and Our Environment.

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Eric J. Holcomb
Governor

Bruno L. Pigott
Commissioner

Written Correspondence and Electronic Signature Guidance

In a continuing effort to slow the spread of novel coronavirus (COVID-19), Governor Eric J. Holcomb issued [Executive Order 20-09](#), requiring all government employees whose physical presence in the office is not required, to utilize remote work. In compliance with this order, approximately 95% of IDEM staff are currently working remotely. [Executive Order 20-09](#) also closes access to government buildings to the public, preventing hand deliveries of documents by courier.

To assist IDEM in continuing to provide its customers with prompt attention to all written correspondence, including permit applications and reports associated with compliance, IDEM requests that whenever possible, **all submissions to the agency be made electronically**. Further information on the logistics of submissions appears below.

Where paper copies or wet signatures are required by rule or statute, IDEM will utilize Governor Holcomb's [Executive Order 20-05](#) to **extend the deadline for submitting the paper files to April 17, 2020**. Paper submissions will be matched to the electronic copy and deemed received on the date of the electronic submission.

Electronic submissions to the agency should be directed to the email addresses below. Please note, these email addresses are not intended to substitute for direct correspondence with IDEM staff. If you have been corresponding directly with an individual IDEM staff member about a particular matter, or have been directed to submit a document to a particular staff person, please continue to do so:

Office of Air Quality

Permits: AirPermitApps@idem.IN.gov

Compliance Reports: AirCompl@idem.IN.gov

Annual Compliance Certifications AnnualComplCert@idem.IN.gov

Office of Land Quality: OLQ@idem.IN.gov

Office of Water Quality: OWQ@idem.IN.gov

Office of Program Support: ECEnglan@idem.IN.gov

General Correspondence: info@idem.IN.gov

For file transfers above 25MB, please use one of the preferred cloud based sharing sites listed below:

1. [Microsoft OneDrive](#)
2. [Dropbox](#)

3. [Box](#)
4. [Google Drive](#)

Once you have uploaded your large file(s) to one of these sites, you will need to send an email notification to the appropriate IDEM program area mailbox identified above.