The Inventory Update Process:

**Fill Out Form**
Section Maintainers, ATC Staff, or other club volunteers report inventory updates by filling out the update forms associated with each FMSS location/feature type (i.e. Bridge additions/removals should be reported with the Bridge Inventory Form).

**Submit Form**
ATC staff or volunteers email a scan of the paper form or a copy of the electronic form to **APPA_Facilities@nps.gov**, or mail the form to Appalachian National Scenic Trail Office, Facility Department, P.O. Box 50, Harpers Ferry, WV 25425.

**Data Entry**
APPA designated staff record updates from the form in APPA's Trail-wide Trail Inventory Spreadsheet

**Update Systems**
Information from the Trail Inventory Update Spreadsheet will be used to update GIS and FMSS records approximately 2 - 3 times a year, depending on the number and frequency of FMSS locations/features that are added or removed

**Report Back to ATC and Clubs**
Once the Trail Inventory Information has been updated, APPA will provide ATC staff and the volunteers with the most up-to-date Trail Inventory information (i.e. a new spreadsheet, a link to a new GIS map and/or an email letting everyone know the information on an existing map has been updated.)