

Facility Inventory Update Process Work Flow

Something is Added or Removed

A.T. FMSS Locations (i.e. Shelters, Bridges, Treadway) and/or Assets (i.e. Steps, Fence, Waterbars) are added or removed, or there is a change in material type, dimension, or quantity.



Fill Out Form

Designated club volunteers/ATC staff fill out inventory update form(s) associated with each FMSS location type. Forms can be completed either online or in pdf.



Submit Form

Designated club volunteers/ATC staff submit form(s) either online in the web-based application, or in pdf via email to APPA_Facilities@nps.gov. All forms should be submitted by **December 31st** of each year.



Collect Data

APPA staff collect and organize data internally.



Update Systems

APPA staff update GIS and FMSS systems annually in January - March.



Report Back to ATC and Clubs

APPA provides updated Inventory data via the Facility WebApp by May 1st of each year.