

STATE & TRIBAL SPECIFIC HIGHWAY ROUTING INFORMATION UPDATE INSTRUCTIONS FOR ROUTING AGENCIES

1. Update the spreadsheet information as necessary.

a) The first tab of the spreadsheet contains the Routing Agency Contact Information.

Place a check in the first column (Revise) of any row with revised information and enter the revised information in that row as appropriate.

b) The next 3 tabs respectively display the current list of "Restricted Routes", "HRCQ/RAM Routes", and "Designated NRHM Routes".

As needed, on any of the tabs:

i) To Revise currently existing route information:

Select "Revise" from the dropdown menu in the first (Action) column of any row with revised information and enter the revised information, as appropriate, in that row.

Note: The "Route Order" column is maintained by FMCSA and cannot be edited.

ii) To Remove an existing route from the list:

Select "Remove" from the dropdown menu in the first (Action) column of the row listing the route to be removed.

iii) To Add a new route to the list:

Go to the first blank row at the bottom of the list.

Select "New" from the dropdown menu in the first (Action) column and add the information relating to the new route, as appropriate, in that row.

Note: The "Route Order" column is maintained by FMCSA and cannot be edited.

c) The fifth tab containing the FMCSA Contact Information is maintained by FMCSA and cannot be edited.

2. Save the revised spreadsheet to a different location.

For security and data integrity purposes, the revised spreadsheet information cannot be saved directly to the website.

3. Email the revised spreadsheet to: HMRouting@dot.gov