

# STANDARDS FOR DATABASE CHANGE REQUESTS

The member must provide the following information for any change requests:

Action – “Add”, “Delete”, or “Modify” (change map reference or add map reference to an existing grid already within the member’s database).

County – accurately indicate which county contains the affected grids. County lines split some grids; in these cases it is necessary to indicate both counties so that changes will take place in both counties.

DC Code – indicate which Dispatch Center’s database is affected. This is critical for member companies with more than one DC Code.

Gridlabel – the legal description of the affected grid or grids, indicating Range, Meridian, Township, Section and Quarter section.

Map Reference – May be up to 20 characters (including spaces). Content is entirely at the member’s discretion, with the exception that punctuation may not be used. While the map reference field is not a requirement, the space for that field must be filled in order to process the change request. Therefore, we ask that the member indicate “None” if a map reference is not desired.

## SOME OTHER FACTORS AFFECTING DATABASE CHANGE REQUESTS

Lead Time – routine database change requests received before 3:00 PM weekdays should be processed in order to become effective within 2 business days after being received, provided the data is complete and accurate. Change requests received by the Database department after 4:00 PM will be postponed the following business day. Unusually large database changes or faxed changes will be delayed beyond the standard 2 working days, and will require that the member contact the Database department directly.

Routing of requests - Changes sent via E-mail should be addressed to: [dbmaint@callokie.com](mailto:dbmaint@callokie.com); mail and FAX requests should be addressed to the attention Database Department. Requests routed otherwise may be delayed beyond the standard 2 working days.