



American Road
& Transportation
Builders Association

Instructions for Filing Comments on FHWA Patented & Proprietary Products Rulemaking

- 1) Go to www.regulations.gov.
- 2) In the field under “SEARCH for: Rules, Comments, Adjudications or Supporting Documents:” type **FHWA-2018-0036**
- 3) Click on the dark blue “Comment Now” button towards the center right of the screen.
- 4) At this point, you may either type your comment in the “Comment” field (there is a maximum of 5000 characters) or use the “Choose file(s)” button to upload a file. Should you upload a file, type “Please see attached file.” in the comment field, as **the comment field cannot be left blank.**
- 5) Type your first and last name in the appropriate fields. **This is also required,** as these fields cannot be left blank.
- 6) You may, though it is not required, click on the box beside “I want to provide my contact information.” If you do so, additional fields will appear asking for information including address, phone number, etc. Filling in this extra information is recommended as it gives agency staff additional means to contact you if they have any questions.
- 7) Similarly, if you are filing on behalf of a third party (such as an association or your own company), you may check the box beside “I am filing on behalf of a third party.” You will then be prompted to enter the party representative (yourself or whomever authored the comments) and the name of the company/association/party submitting the comments. This is also recommended as it will alert the agency that the comments represent your entire company/association/party.
- 8) Click on the pull-down menu under “Category” and select “Public Comment(s).” **This is required** and lets the agency know what type of document you are submitting.
- 9) Click on the “Continue” arrow.
- 10) You will see a preview of your comment and any attached files. If there are no errors, click on the box next to “I read and understand the statement above.” **This is required.**
- 11) Click on the “Submit Comment” button. Your comment will be submitted.

12) On the next screen, you will be given the option of entering an email (if you did not already provide one with your contact information) to get a receipt. This is highly recommended, as you will get a receipt from the site acknowledging receipt of your comment.

13) Finally, if you choose, you may also mail your comments to FHWA. If you choose to do this, send two copies to the following address:

Docket Management Facility
U.S. Department of Transportation
1200 New Jersey Avenue, SE
West Building, Ground Floor
Room W12-140
Washington, DC 20590
Attn: Docket No. FHWA-2018-0036

Comments must be received (either on-line or by mail) on or before January 14th, 2019.