

**UNITED STATES DEPARTMENT OF TRANSPORTATION  
NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION**

1200 New Jersey Avenue SE  
Washington, DC 20590

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**In re:** )  
)  
**First Amended** )  
**Standing General Order 2021-01** )  
)  
Incident Reporting for )  
Automated Driving Systems (ADS) and )  
Level 2 Advanced Driver )  
Assistance Systems (ADAS) )  
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**TO: Each Manufacturer and Operator on the Attached Service List**

This First Amended Standing General Order 2021-01 (General Order) is issued by the National Highway Traffic Safety Administration (NHTSA or the agency), an Operating Administration of the United States Department of Transportation, pursuant to 49 U.S.C. § 30166(g)(l)(A) and 49 C.F.R. § 510.7.<sup>1</sup> This General Order takes effect on August 12, 2021, and, as of that date, supersedes NHTSA’s June 29, 2021 Standing General Order 2021-01.<sup>2</sup>

Under the National Traffic and Motor Vehicle Safety Act, as amended (the Safety Act), 49 U.S.C. Chapter 301, NHTSA is charged with authority “to reduce traffic accidents and deaths and injuries resulting from traffic accidents.” 49 U.S.C. § 30101. To carry out this statutory mandate, NHTSA has broad information gathering authority, including authority to obtain information on vehicle crashes, potential defects related to motor vehicle safety, and compliance

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<sup>1</sup> See 49 C.F.R. §§ 1.95, 501.8(d)(3) (delegations of authority).

<sup>2</sup> This General Order does not substantively amend the crash reporting requirements with respect to either the reporting criteria or the information required to be submitted by a reporting entity in the event of a reportable crash. NHTSA is issuing this amendment to transition the electronic crash reporting process from the interactive .pdf form and MAP portal mandated in Appendix A of the June 29, 2021 Standing General Order 2021-01 to the new website and web-based reporting form mandated in Appendix A of this General Order.

with legal requirements to timely identify and conduct recalls for safety defects. *See* 49 U.S.C. § 30166(e), (g); 49 C.F.R. Part 510; *see also id.* §§ 30118-30120.

NHTSA’s statutory mandate includes the exercise of its authority to proactively ensure that motor vehicles and motor vehicle equipment, including those with novel technologies, perform in ways that “protect[] the public against unreasonable risk of accidents occurring because of the design, construction, or performance of a motor vehicle, and against unreasonable risk of death or injury in an accident.” 49 U.S.C. § 30102(9).<sup>3</sup> Both Automated Driving Systems (ADS) and Advanced Driver Assistance Systems (ADAS) are “motor vehicle equipment” subject to the requirements of the Safety Act. *See id.* § 30102(8). Given the rapid evolution of these technologies and testing of new technologies and features on publicly accessible roads, it is critical for NHTSA to exercise its robust oversight over potential safety defects in vehicles operating with ADS and Level 2 ADAS.<sup>4</sup>

The Safety Act is preventive, and the identification of safety defects does not and should not wait for injuries or deaths to occur. *See, e.g., United States v. Gen. Motors Corp.*, 565 F.2d 754, 759 (D.C. Cir. 1977) (“The purpose of the Safety Act . . . is not to protect individuals from the risks associated with defective vehicles only after serious injuries have already occurred; it is to prevent serious injuries stemming from established defects before they occur.”)

Consistent with this mandate, NHTSA is requiring vehicle and equipment manufacturers and operators of ADS and Level 2 ADAS vehicles to report crashes to the agency.

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<sup>3</sup> This includes the nonoperational safety of a motor vehicle. 49 U.S.C. § 30102(9).

<sup>4</sup> For a description of the Society of Automotive Engineers (SAE) levels of driving automation, see SAE J3016 Taxonomy and Definitions for Terms Related to Driving Automation Systems for On-Road Motor Vehicles (April 2021); <https://www.nhtsa.gov/technology-innovation/automated-vehicles-safety#topic-road-self-driving>.

## *Automated Driving Systems (ADS)*

Numerous manufacturers and operators are actively engaged in the development, testing, and limited deployment of vehicles with ADS, including through on-road operation of prototype vehicles or systems. There are two paths for vehicles with ADS to operate on publicly accessible roads under Federal law.<sup>5</sup> First, manufacturers may equip ADS on vehicles that fully comply with the Federal Motor Vehicle Safety Standards (FMVSS) and are certified as compliant.<sup>6</sup> Alternatively, manufacturers may utilize a statutory exception<sup>7</sup> or exemption,<sup>8</sup> as appropriate, to operate noncompliant vehicles with ADS. *See* 49 U.S.C. §§ 30112(b)(10), 30113-30114. Many vehicles equipped with ADS are being tested in manufacturer or operator-owned fleets in specific communities for a limited purpose such as taxi or delivery services.

ADS present new and unique risks to motor vehicle safety because they fundamentally alter the nature of motor vehicles and their operation. Potential safety issues with vehicles operated with ADS include the design and performance of sensors and other technology used to determine the vehicle's location and to identify, classify, and position other roadway users and objects. Likewise, potential safety issues may arise from decisions by software algorithms that

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<sup>5</sup> Vehicles, including those with ADS, must also operate in compliance with applicable State and local laws.

<sup>6</sup> In doing so, a manufacturer or other regulated entity “may not knowingly make inoperative any part of a device or element of design installed on or in a motor vehicle or motor vehicle equipment in compliance with an applicable motor vehicle safety standard.” 49 U.S.C. § 30122(b).

<sup>7</sup> A manufacturer that meets certain statutory criteria may introduce a noncompliant motor vehicle “in interstate commerce solely for purposes of testing or evaluation by a manufacturer that agrees not to sell or offer for sale the motor vehicle at the conclusion of the testing or evaluation.” 49 U.S.C. § 30112(b)(10). Specifically, the manufacturer must have manufactured and distributed FMVSS-compliant vehicles in the United States prior to enactment of the Fixing America's Surface Transportation (FAST) Act (December 4, 2015), and must have complied with certain regulatory requirements. *Id.*

<sup>8</sup> Several statutory exemptions are available, including temporary exemptions to “make easier the development or field evaluation of a new motor vehicle safety feature providing a safety level at least equal to the safety level of the standard,” to “make the development or field evaluation of a low-emission motor vehicle easier and would not unreasonably lower the safety level of that vehicle,” or where “compliance with the standard would prevent the manufacturer from selling a motor vehicle with an overall safety level at least equal to the overall safety level of nonexempt vehicles.” 49 U.S.C. § 30113; 49 C.F.R. Part 555. Temporary exemptions are also available for, among other things, research and demonstrations. 49 U.S.C. § 30114; 49 C.F.R. Part 591.

analyze data inputs in real time to determine the appropriate vehicle response. Safety issues may also arise from the operational design domain<sup>9</sup> for the ADS, and the continuing evolution and modification of these systems through software updates (including over-the-air updates).

### ***Level 2 Advanced Driver Assistance Systems (ADAS)***

Vehicles with Level 2 ADAS are widely available for consumers to purchase and are commonly in use on public roads. As with all vehicles, vehicles with Level 2 ADAS must comply with all applicable FMVSS and be certified as compliant, unless a statutory exception or exemption applies.

Vehicles operated using Level 2 ADAS present safety risks to occupants of those vehicles and other roadway users, in part due to the unconventional division of responsibility between the vehicle and its human driver. Misuse of an ADAS (including overreliance by a driver) may create a foreseeable risk and potential safety defect. *See, e.g., United States v. Gen. Motors Corp.*, 518 F.2d 420, 427 (D.C. Cir. 1975) (explaining that failures caused by foreseeable misuse of pickup trucks could support finding of a safety defect under the Safety Act). Other potential safety issues with vehicles operating using Level 2 ADAS include the design and performance of sensors, software algorithms, and other technology used to analyze and respond to the vehicle's environment; technology and strategies to ensure appropriate driver engagement; and the evolution of the system over time through software updates.

### ***NHTSA's General Order***

Through this action, NHTSA will evaluate whether specific manufacturers (including manufacturers of prototype vehicles and equipment) are meeting their statutory obligations to

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<sup>9</sup> Operational design domain refers to operating conditions under which a given ADS or ADS feature is designed to function. This includes, but is not limited to, environmental, geographical, and time-of-day restrictions, and/or the presence or absence of certain traffic or roadway characteristics.

ensure that their vehicles and equipment are free of defects that pose an unreasonable risk to motor vehicle safety, or are recalled if such a safety defect is identified. *See* 49 U.S.C. §§ 30112, 30118-30120.

NHTSA's oversight of potential safety defects in vehicles operating on publicly accessible roads using ADS or Level 2 ADAS requires that NHTSA have timely information on incidents involving those vehicles. In carrying out the Safety Act, NHTSA may "require, by general or special order, any person to file reports or answers to specific questions." *Id.* § 30166(g)(1)(A). As set forth below, NHTSA is requiring each vehicle and equipment manufacturer and operator of vehicles with ADS or Level 2 ADAS to report specified information about certain safety-related incidents involving vehicles (including prototype vehicles) operating on publicly accessible roads using ADS or Level 2 ADAS. Each manufacturer and operator will be served with this General Order, which triggers the entity's legal obligations to report crashes as required by the General Order.

Specifically, this General Order requires manufacturers and operators to report certain crashes involving these vehicles that occur while the ADS or Level 2 ADAS is engaged, or immediately after it is in use, and to provide sufficient information for NHTSA to identify crashes warranting further follow-up. Crashes that meet specified criteria must be reported within one calendar day after the manufacturer or operator learns of the crash, and other ADS crashes must be reported on a monthly basis. The reporting obligation in this General Order is specific to these crashes, which are a primary source of information regarding potential defects in ADS or Level 2 ADAS. NHTSA's oversight is not limited to the information collected through this General Order, and NHTSA will consider all information relevant to potential safety

defects, including information regarding non-crash incidents, and may open defect investigations as warranted.

## **DEFINITIONS**

For purposes of this General Order, the following terms, whether used in the singular, plural, possessive, or non-possessive forms, capitalized or uncapitalized, have the following definitions.

1.     **“ADAS”** means an Advanced Driver Assistance System.
2.     **“ADS”** means an Automated Driving System.
3.     **“Advanced Driver Assistance System”** means a Level 1 or Level 2 system.
4.     **“Automated Driving System”** means a Level 3, Level 4, or a Level 5 system

and includes hardware and software that are collectively capable of performing the entire dynamic driving task on a sustained basis, regardless of whether it is limited to a specific operational design domain and regardless of the presence of a safety operator. For purposes of this General Order, a prototype of a system that is intended to function as an Automated Driving System in its mature form is an Automated Driving System.

5.     **“Crash”** means any physical impact between a vehicle and another road user (vehicle, pedestrian, cyclist, etc.) or property that results or allegedly results in any property damage, injury, or fatality. For clarity, a subject vehicle is involved in a crash if it physically impacts another road user or if it contributes or is alleged to contribute (by steering, braking, acceleration, or other operational performance) to another vehicle’s physical impact with another road user or property involved in that crash.

6.     **“Level 1”** means the same as and is coterminous with the definition of “Level or Category 1 - Driver Assistance” in SAE J3016 Taxonomy and Definitions for Terms Related to

Driving Automation Systems for On-Road Motor Vehicles § 5.2 (April 2021). A Level 1 system is a driver support feature on the vehicle that can assist the human driver with either steering or braking/accelerating, but not both simultaneously. The human driver must remain fully and continuously engaged in the driving task.

7. **“Level 2”** means the same as and is coterminous with the definition of “Level or Category 2 - Partial Driving Automation” in SAE J3016 Taxonomy and Definitions for Terms Related to Driving Automation Systems for On-Road Motor Vehicles § 5.3 (April 2021). A Level 2 system is a driver support feature on the vehicle that can control both steering and braking/accelerating simultaneously under some circumstances. The human driver must remain fully and continuously engaged in the driving task.

8. **“Level 3”** means the same as and is coterminous with the definition of “Level or Category 3 - Conditional Driving Automation” in SAE J3016 Taxonomy and Definitions for Terms Related to Driving Automation Systems for On-Road Motor Vehicles § 5.4 (April 2021). A Level 3 system is an Automated Driving System (ADS) on the vehicle that can perform all aspects of the driving task under some circumstances. In those circumstances, the human driver must be ready to take back control at any time when the ADS requests the human driver to do so. In all other circumstances, the human driver performs the driving task.

9. **“Level 4”** means the same as and is coterminous with the definition of “Level or Category 4 - High Driving Automation” in SAE J3016 Taxonomy and Definitions for Terms Related to Driving Automation Systems for On-Road Motor Vehicles § 5.5 (April 2021). A Level 4 system is an Automated Driving System (ADS) on the vehicle that can perform all driving tasks and monitor the driving environment (essentially, do all the driving) in certain

circumstances without the need for a takeover-ready human driver. When operated solely within their limited domains, any human occupants are considered passengers and need not be involved in the driving task.

10. **“Level 5”** means the same as and is coterminous with the definition of “Level or Category 5 - Full Driving Automation” in SAE J3016 Taxonomy and Definitions for Terms Related to Driving Automation Systems for On-Road Motor Vehicles § 5.6 (April 2021). A Level 5 system is an Automated Driving System (ADS) on the vehicle that can do all the driving in all circumstances. Any human occupants are just passengers and need never be involved in the driving task.

11. **“Manufacturer”** means a person developing, fabricating, manufacturing, assembling, or importing motor vehicles or motor vehicle equipment (including pre-production and prototype motor vehicles and equipment). A manufacturer may also be an operator.

12. **“Motor Vehicle”** means any pre-production, prototype, or production vehicle driven or drawn by mechanical power and being developed or manufactured primarily for use on public roads.

13. **“Motor Vehicle Equipment”** means and includes any pre-production, prototype, or production ADS or Level 2 ADAS, including software or any other component of such system, that is installed on a motor vehicle, or used to control or operate a motor vehicle.

14. **“Notice”** is defined more broadly than in 49 C.F.R. § 579.4 and means information you have received from any internal or external source and in any form (whether electronic, written, verbal, or otherwise) about an incident that occurred or is alleged to have occurred; including, but not limited to vehicle reports, test reports, crash reports, media reports,



consumer or customer reports, claims, demands, and lawsuits. A manufacturer or operator has notice of a crash or a specified reporting criterion (i.e., a resulting hospital-treated injury, fatality, vehicle tow-away, air bag deployment, or the involvement of a vulnerable road user) when it has notice of facts or alleged facts sufficient to meet the definition of a crash or a specified reporting criterion, regardless of whether the manufacturer has verified those facts.

15. **“Operator”** means the entity operating a motor vehicle equipped with ADS on a publicly accessible road. An operator may also be a manufacturer.

16. **“Person”** means and includes “corporations, companies, associations, firms, partnerships, societies, and joint stock companies, as well as individuals.” 1 U.S.C. § 1.

17. **“Reporting Entity”** means any company identified on the attached Service List for this General Order.

18. **“Subject Vehicle”** means and includes: 1) for a motor vehicle manufacturer responding to this General Order, a motor vehicle manufactured, imported, or operated by the manufacturer and equipped with an ADS or Level 2 ADAS; 2) for a motor vehicle equipment manufacturer responding to this General Order, a motor vehicle equipped with an ADS or Level 2 ADAS with any motor vehicle equipment (including software) manufactured or imported by the motor vehicle equipment manufacturer; and 3) for an operator responding to this General Order, a motor vehicle equipped with an ADS being operated by the operator.

19. **“Vulnerable Road User”** means and includes any person who is not an occupant of a motor vehicle with more than three wheels. This definition includes, but is not limited to, pedestrians, persons traveling in wheelchairs, bicyclists, motorcyclists, and riders or occupants of other transport vehicles that are not motor vehicles, such as all-terrain vehicles and tractors.

20. “You” or “your” means each individual manufacturer or operator to whom this General Order is directed.

### **INSTRUCTIONS**

The following instructions apply to each Reporting Entity:

1. This General Order requires you to submit reports to NHTSA on a prospective basis. It requires reports of incidents of which you receive notice ten (10) calendar days or more after first being served with Standing General Order 2021-01. **This is a standing reporting obligation, which shall continue for three (3) years after June 29, 2021, the date Standing General Order 2021-01 was first issued.**

2. You are required to respond to every request listed in this General Order, including each subpart. If you cannot substantively respond to any specific request or subpart, you must state the reason why you are unable to do so. Examples include, but are not limited to, situations where you do not possess the information requested at the time the report is due or where you are required to redact the information because it is protected from disclosure under law. If you do not possess the information necessary to fully complete a report required by this General Order by its due date, you must provide as much information as you have available at the time the report is due and subsequently update that information, as appropriate, consistent with the requirements of Request No. 3.

3. You must provide each report required by this General Order to NHTSA in an electronic format, pursuant to the instructions set forth in Appendix A, and with the information required and in the form set forth in Appendix C. Each updated Incident Report must independently provide all information required by the form set forth in Appendix C and must not

refer to or attempt to incorporate by reference any information included in a previously submitted Incident Report. You should immediately review the instructions set forth in Appendix A to determine whether you need to establish an account and have it authorized for the submission of reports under the terms of this General Order. You must also separately submit any report that you claim contains confidential business information (CBI) to NHTSA's Office of Chief Counsel pursuant to the instructions set forth in Appendix B.

4. NHTSA has determined that the information required by the Incident Report form set forth in Appendix C, with three exceptions, does not include any potential CBI exempt from public disclosure under either the Safety Act (49 U.S.C. § 30167(a)) or the Freedom of Information Act (5 U.S.C. § 552(b)(4)). But for these three exceptions described below, the nature of the crash-related information required by the Incident Report form is widely available to the public from law enforcement agencies and through motor vehicle crash databases maintained by NHTSA.<sup>10</sup> NHTSA, therefore, will not keep this information confidential, intends to make it publicly available, and is providing no assurance to you to the contrary. *See Food Marketing Inst. v. Argus Leader Media*, 139 S. Ct. 2356, 2363 (2019).

5. There are three exceptions, for which NHTSA will permit you to claim, when appropriate and appropriately supported, that information submitted in an Incident Report constitutes CBI. These three exceptions are: (1) the version of the ADAS/ADS with which a vehicle is equipped; (2) whether the vehicle was within its operational design domain (ODD) at the time of the incident; and (3) the narrative. The instructions provided in Appendix B explain how you can make such a claim of confidentiality. Making a request for confidential treatment

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<sup>10</sup> See <https://www.nhtsa.gov/data/crash-data-systems>.

does not ensure that the information claimed to be confidential will be determined to be confidential. *See* 49 C.F.R. Part 512, Subparts D-E.

6. If the deadline for submission of any report required by this General Order (other than those reports required within one calendar day under Request No. 1) falls on a weekend or Federal holiday, the deadline is extended to the next business day that is not a Federal holiday. The deadline extension described in this paragraph does not apply to reports required within one calendar day under Request No. 1.

7. Any questions about the information or format required for the reports required by this General Order should be directed to Jeff Eyres, Office of Chief Counsel, via email at [jeffrey.eyres@dot.gov](mailto:jeffrey.eyres@dot.gov) or telephone at 202.913.4307 or, for technical questions, an email should be sent to [sgo202101-info@dot.gov](mailto:sgo202101-info@dot.gov). The deadlines for filing reports required by this General Order are not tolled or otherwise held in abeyance by the submission of a question.

8. With respect to words and terms used in this General Order: the singular includes the plural; “and” as well as “or” shall be construed either disjunctively or conjunctively to bring within the scope of this General Order all information, incidents, and responses that might otherwise be construed to be outside its scope; “each” shall be construed to include “every” and “every” shall be construed to include “each”; “any” shall be construed to include “all” and “all” shall be construed to include “any”; and the use of a verb in any tense shall be construed as the use of the verb in a past or present tense whenever necessary to bring within the scope of the requests all information, incidents, and responses that might otherwise be construed to be outside its scope.

9. The reporting requirements established by this General Order, issued pursuant to 49 U.S.C. § 30166(g), are in addition to any reporting obligations applicable to you under the National Traffic and Motor Vehicle Safety Act, as amended (the Safety Act), 49 U.S.C. Chapter 301, and regulations thereunder, but not limited to, early warning reporting requirements, 49 C.F.R. Part 579, Subpart C.

10. Failure to respond timely, fully, or truthfully to this General Order may result in a referral to the United States Department of Justice for a civil action to compel responses and may also subject you to civil penalties, currently up to \$22,992 per violation per day, up to a maximum penalty of \$ 114,954,525 for a related series of violations. *See* 49 U.S.C. § 30165(a)(3); 49 C.F.R. § 578.6(a)(3).

### **REQUESTS**

#### **IT IS THEREFORE ORDERED THAT:**

**In accordance with the instructions set forth above, each Reporting Entity shall submit an Incident Report, with the information required and in the form prescribed by Appendix C, as follows:**

1. For each incident that meets the following criteria, submit an Incident Report not later than one (1) calendar day after receipt of notice of such incident and an updated Incident Report on the tenth (10<sup>th</sup>) calendar day after receipt of notice of such incident:
  - A. a subject vehicle (whether equipped with ADS or Level 2 ADAS) is involved in a crash on a publicly accessible road in the United States (including any of its territories);

- B. the ADS or Level 2 ADAS on the subject vehicle was engaged at any time during the period from 30 seconds immediately prior to the commencement of the crash through the conclusion of the crash;
- C. the crash results in any individual being transported to a hospital for medical treatment, a fatality, a vehicle tow-away, or an air bag deployment or involves a vulnerable road user; and
- D. notice of the crash is received ten (10) calendar days or more after being first served with Standing General Order 2021-01.

The third criterion (Request No. 1.C.) is met when 1) the crash results in any person being transported to a hospital for medical treatment of an injury, or a fatality, regardless of whether the person injured or killed was an occupant of the subject vehicle; 2) the crash results in a tow-away or air bag deployment on any vehicle involved in the crash, regardless of whether the tow-away or air bag deployment involved the subject vehicle; or 3) a vulnerable road user is injured as a result of the crash, is struck by any vehicle involved in the crash, is an occupant of any vehicle that is damaged as a result of the crash, or is alleged to have caused or contributed to the crash by influencing any part of the driving task for any vehicle involved in the crash.

2. For each incident that meets the following criteria and is not reportable under Request No. 1, submit an Incident Report on the fifteenth (15<sup>th</sup>) calendar day of the month following the calendar month in which notice of the incident was received:

- A. a subject vehicle equipped with ADS is involved in a crash on a publicly accessible road in the United States (including any of its territories);

- B. the ADS on the subject vehicle was engaged at any time during the period 30 seconds immediately prior to the commencement of the crash through the conclusion of the crash; and
- C. notice of the crash is received ten (10) calendar days or more after first being served with Standing General Order 2021-01.

3. For any incident previously reported under Request No. 1 or Request No. 2, submit an updated Incident Report on the fifteenth (15<sup>th</sup>) calendar day of the month following any calendar month in which notice of any material new or materially different information about the incident is received.

4. In the absence of any new or updated Incident Reports due under Request No. 2 and Request No. 3, submit an Incident Report confirming the lack of any reportable information on the fifteenth (15<sup>th</sup>) calendar day of each month, beginning the calendar month after you were first served with the Standing General Order 2021-01.

NATIONAL HIGHWAY TRAFFIC SAFETY  
ADMINISTRATION,  
U.S. DEPARTMENT OF TRANSPORTATION

Dated: August 5, 2021

By: \_\_\_\_\_

Ann Carlson  
Chief Counsel

Attachments:

- Service List
- Appendix A—Incident Report Submission Instructions
- Appendix B—Confidential Business Information (CBI) Instructions
- Appendix C—Incident Report

**UNITED STATES DEPARTMENT OF TRANSPORTATION  
NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION**  
1200 New Jersey Avenue SE  
Washington, DC 20590

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**SERVICE LIST**

The following manufacturers and operators shall be served with and are then, upon service, subject to the requirements of this First Amended Standing General Order 2021-01:

Lajos Nemeth  
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## **Appendix A to Standing General Order 2021-01**

### **Incident Report Submission Instructions**

Each report required by this Standing General Order (General Order) must be provided to NHTSA in electronic format, via the NHTSA Incident Report – SGO 2021-01 Portal (the Portal). The Portal will be available beginning on August 12, 2021, the effective date of this General Order. These instructions explain how to establish a Portal account and how to submit a report required under this General Order via the Portal. Any report that contains confidential business information (CBI) must also separately be submitted to NHTSA’s Office of Chief Counsel pursuant to the instructions set forth in Appendix B.

#### **Establishing a Portal Account**

If you do not have a Portal account, you must establish an account before you can file any report required by this General Order. You should establish a Portal account as soon as possible to ensure that you can timely file all required reports and to become familiar with the Portal and the procedure for filing a report.

If you have a preexisting Incident Report PDF upload account, you already are preregistered for submitting reports under this General Order, and you should already have received a Portal account invitation email to establish an account password. If you do not have a preexisting account or if you have not received a Portal account invitation email, you must contact the Help Desk at 202-366-3348 or by email at [MC.Helpdesk@dot.gov](mailto:MC.Helpdesk@dot.gov) to provide company and individual contact information so that NHTSA can set up a Portal account for filing reports under this General Order. You then will receive a Portal account invitation email to establish an account password and activate the account. Each separate user (including multiple users from the same reporting entity) must establish and activate a separate account.

## Submitting a Report to NHTSA via the Portal

To submit a report to NHTSA under this General Order via the Portal, you must access the Portal at <https://mcp.nhtsa.gov/acr/signin> and follow the steps below. All data elements in the report form are required to be completed. Some data elements have restrictions based on entries made for other data elements.

1. Log in to your Portal account using your email address and password.
2. **To create a new report**, select the “Create a New Submission” button on the displayed dashboard page.
3. In the report form that is now shown, select the REPORT TYPE to display the fields that are needed for that selection. The options for REPORT TYPE are 1) “1-Day,” 2) “Monthly,” and 3) “Monthly –No Incidents.”
4. If the REPORT TYPE is “1-Day,” enter the required data in the fields that are shown. After entering data, select the “Save As Draft” button to save the report as a draft for later editing or submission, or select the “Submit” button to submit the report to NHTSA immediately. Select the “Cancel” button to return to the dashboard.
5. If the REPORT TYPE is “Monthly,” enter the required data in the fields that are shown. After entering data, select the “Save As Draft” button to save the report as a draft for later editing or submission, or select the “Submit” button to submit the report to NHTSA immediately. Select the “Cancel” button to return to the dashboard.
6. If the REPORT TYPE is “Monthly – No Incidents,” select and enter the REPORT MONTH & YEAR. After entering the month and year, select the “Save As Draft” button to save the report for later editing or submission or select the “Submit” button to submit the report to NHTSA immediately. Select the “Cancel” button to return to the dashboard.

7. **To edit a report saved as a draft**, select its Report ID on the “Draft Incident Reports” table on the dashboard to perform edits or to submit the report to NHTSA. You can also delete a saved draft report by selecting the “Delete” button on the report page.

8. Following completion of any edits on a draft report, you can submit the report by selecting the “Submit” button. The report will now be shown on the “Submitted Incident Reports” table on the dashboard. If the report previously had been saved as a draft, it will no longer be found on the “Draft Incident Reports” table following submission.

9. **To view a report following submission**, select the Report ID of the report on the “Submitted Incident Reports” table on the dashboard. The submitted report can no longer be edited.

10. **To create an updated report (10-day or monthly)**, select the report from the “Submitted Incident Reports” table and then select the “Create Updated Report” button at the bottom of the report form. A draft copy of the report will be created and can be edited and submitted as a new version of the original form. The “Create Updated Report” function is used for both 10-day updated reports and monthly updated reports. To see the submitted report from which an update report was created, look at the label immediately under the Report ID field. Only the latest version of a submitted report can be used to create an update and only one draft update version can exist for that report. An updated report must independently include all required information and must not attempt to incorporate information from prior reports by reference. If the updated report includes confidential business information, you must submit a new CBI request pursuant to the instructions set forth in Appendix B.

11. **To view a list of prior activity**, select the “Audit Trail” button from the dashboard or from the report pages.

12. **To print reports for a CBI submission**, select the report from the “Submitted Incident Reports” table, open the report, and select the Print button at the top to print confidential and public versions of the report. A pop-up window will be displayed giving you the option to print either a public version that does not show the confidential version of the CBI fields or a confidential version that contains unredacted CBI fields and includes a “CONFIDENTIAL BUSINESS INFORMATION” designation at the top of the page. All CBI submissions must be made pursuant to the instructions set forth in Appendix B.

13. **To log out of your Portal account**, use the Logout link near the top of the page.

### **Technical Assistance**

For technical assistance setting up a Portal account or submitting a report to NHTSA via the Portal, please contact the MC Help Desk at 202-366-3348 or by email at [MC.Helpdesk@dot.gov](mailto:MC.Helpdesk@dot.gov). For technical assistance regarding the content required in a report, please send an email to [sgo202101-info@dot.gov](mailto:sgo202101-info@dot.gov).

## **Appendix B to Standing General Order 2021-01**

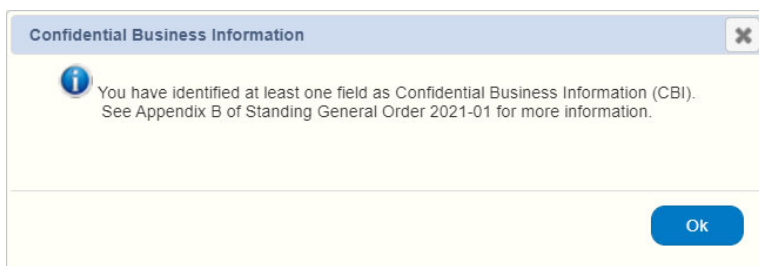
### **Confidential Business Information (CBI) Instructions**

If you claim that information in an Incident Report you submit contains confidential business information (CBI), you must comply with 49 C.F.R. Part 512 and these instructions. These instructions provide information intended to help you comply with that regulation in the context of submitting required Incident Reports under this General Order. A current version of the regulation is available at <http://www.ecfr.gov> by selecting Title 49 “Transportation,” selecting “Parts 500 – 599” and then selecting Part 512 “Confidential Business Information.”

1. NHTSA has determined that only three of the fields on the Incident Report form (Appendix C) request information that potentially could be CBI. Those three fields are: (1) “ADAS/ADS VERSION”; (2) “WAS VEHICLE WITHIN ITS ODD AT THE TIME OF THE INCIDENT?”; and (3) “NARRATIVE.” The form includes a box labeled “CBI” next to each of these three fields.

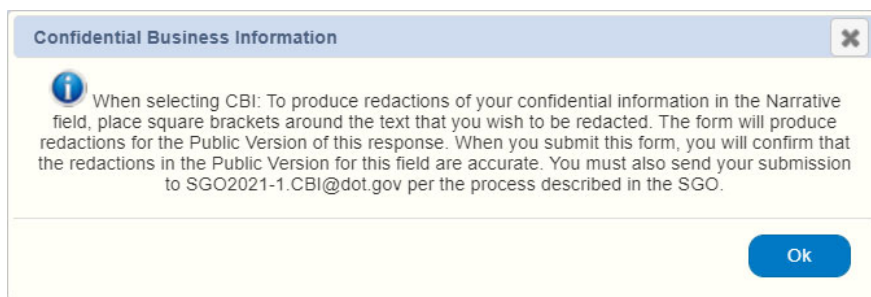
2. To claim that your response to any of these three fields constitutes CBI, you must first check the CBI box next to each field you are claiming constitutes CBI. You must separately check each CBI box to claim that the information submitted in that field constitutes CBI.

3. If any one of the CBI boxes is checked, the report will display the statement “CONFIDENTIAL BUSINESS INFORMATION” at the top of the report, consistent with the requirements of 49 C.F.R. § 512.6(c)(2). The following message also will appear as a reminder:



4. If you check the CBI box for “ADAS/ADS VERSION and/or “WAS VEHICLE WITHIN ITS ODD AT THE TIME OF THE INCIDENT,” brackets will automatically be placed around the response for which the CBI box is checked to designate the information that is claimed to be confidential, consistent with the requirements of 49 C.F.R. § 512.6(c)(2). A read-only field showing the public versions of these fields will be displayed below the confidential version of the field. The public versions of these fields will state “[REDACTED CONFIDENTIAL BUSINESS INFORMATION]”

5. If you check the CBI box for “NARRATIVE,” you must manually insert brackets in the text of your response around the specific information you are claiming is confidential. These brackets will not be inserted automatically because you must identify the specific information within the “NARRATIVE” response you are claiming is confidential, consistent with the requirements of 49 C.F.R. § 512.6(c)(2). When you check the CBI box for “NARRATIVE,” the following message will appear as a reminder:



A read-only field showing the public version of the NARRATIVE field will be displayed below the confidential version of the field. Any part of the narrative you have designated as confidential by placing it within brackets will be replaced with “[REDACTED CONFIDENTIAL BUSINESS INFORMATION]” in the public version of the field. If you do

not insert brackets around the specific information you are claiming is confidential, you have not made a valid CBI claim for any information in your response to “NARRATIVE.”

6. To make a valid CBI claim, you must also, in addition to following the procedures described in Paragraphs 2-5, separately submit a confidentiality request to NHTSA in support of your CBI claim. You must submit a separate confidentiality request for each Incident Report on which you are claiming CBI. You need to submit one confidentiality request for each Incident Report, regardless of how many of the three CBI boxes you checked. To submit a confidentiality request, you will need the Report ID that was generated and assigned to the report.

7. You must email your confidentiality request to NHTSA’s Office of Chief Counsel at SGO2021-1.CBI@dot.gov. Your email must include in the subject line: the name of the Reporting Entity and the Report ID. To facilitate social distancing due to COVID-19, NHTSA is treating electronic submission as an acceptable method for submitting confidentiality requests to the agency under 49 C.F.R. Part 512. *See* <https://www.nhtsa.gov/coronavirus/submission-confidential-business-information>. Do not send a duplicate hardcopy of your confidentiality request to NHTSA.

8. The confidentiality request you email to NHTSA must include the following:
- a. A request letter that contains supporting information, pursuant to 49 C.F.R. § 512.8. *See Food Marketing Institute v. Argus Leader Media*, 139 S. Ct. 2356 (2019). The request letter must reference the unique filename assigned to the report.
  - b. A certificate, pursuant to 49 C.F.R. § 512.4(b) and 49 C.F.R. Part 512, Appendix A. The certificate must reference the Report ID assigned to the report.



c. An unredacted, “confidential version” of the report for which you are requesting confidential treatment. The report you submitted electronically, with checked CBI boxes, brackets around the information claimed to be confidential, and the label “CONFIDENTIAL BUSINESS INFORMATION” at the top of the page meets the requirements of 49 C.F.R. § 512.6 for this purpose. To print a confidential version of the report for a CBI submission, select the report from the “Submitted Incident Reports” table, open the report, and select the Print button at the top. A pop-up window will be displayed giving you the option to print a confidential version that includes unredacted CBI fields and includes the designation “Confidential Business Information” at the top of the page.

d. A redacted, “public version” of the report for which you are requesting confidential treatment. Pursuant to 49 C.F.R. § 512.5(a)(2), the redacted “public version” must include redactions of any information for which you are seeking confidential treatment (i.e., the only information that should be unredacted is information for which you are not seeking confidential treatment). To print a redacted, public version of the report for a CBI submission, select the report from the “Submitted Incident Reports” table, open the report, and select the Print button at the top. A pop-up window will be displayed giving you the option to print a public version that does not show the confidential version of the CBI fields.

## **Appendix C to Standing General Order 2021-01**

### **Incident Report Form**

The Incident Report Form is an interactive web form that can be accessed via the Portal (see instructions in Appendix A for accessing the Portal). A static image of the form is shown on the following page.

[Return to Dashboard](#)

<Reporting Entity>

OMB No. 2127-0754. Expires: 12/31/2021.

UNITED STATES DEPARTMENT OF TRANSPORTATION  
NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION  
Standing General Order 2021-01  
Appendix C - Incident Report

REPORT TYPE: 1-Day  
REPORT MONTH & YEAR: [ ]

NHTSA-PROVIDED REPORT ID: [ ]

### Subject Vehicle Information

VIN and/or SN (N/A=Not applicable)  UNK  
VIN: [ ]  
SN: [ ]  
MAKE: [ ] MODEL: [ ]  UNK MODEL YEAR: [ ]  UNK MILEAGE: [ ]  UNK  
DRIVER / OPERATOR TYPE: --- Select --- ADAS / ADS VERSION: [ ]  UNK  CBI  
OPERATING ENTITY: [ ]  UNK

### Incident Information

SOURCE:  Compliant / Claim  Law Enforcement  Other: [ ]  
 Telematics  Testing [ ]  
 Field Report  Media [ ]  
INCIDENT DATE: [ ]  UNK INCIDENT TIME: 00:00  UNK  
NOTICE RECEIVED DATE: [ ]

### Incident Scene

LATITUDE (decimal): [ ]  UNK LONGITUDE (decimal): [ ]  UNK LOCATION ADDRESS / DESCRIPTION: [ ]  UNK CITY: [ ]  UNK STATE: --- Select --- ZIP CODE: [ ]  UNK  
ROADWAY TYPE: --- Select --- SURFACE CONDITION: --- Select --- WEATHER:  Clear  Snow  Unknown  
 Cloudy  Fog / Smoke  Other: [ ]  
 Rain  Severe Wind [ ]  
ROADWAY DESCRIPTION: --- Select --- SPEED LIMIT (mph): [ ]  UNK  
LIGHTING: --- Select ---

### Crash Description

CRASH WITH: --- Select --- HIGHEST INJURY SEVERITY: --- Select --- PROPERTY DAMAGE?: --- Select ---  
SUBJECT VEHICLE: CRASH WITH: --- Select ---  
GENERAL DAMAGE / CONTACT AREA: [ ] PRE-CRASH MOVEMENT: --- Select --- PRE-CRASH MOVEMENT: --- Select --- GENERAL DAMAGE / CONTACT AREA: [ ]  
ANY AIR BAGS DEPLOYED?: --- Select --- ANY AIR BAGS DEPLOYED?: --- Select ---  
WAS VEHICLE TOWED?: --- Select --- WAS VEHICLE TOWED?: --- Select ---  
PRE-CRASH SPEED (mph): [ ]  UNK WERE ALL PASSENGERS BELTED?: --- Select ---

### Post-Crash Information

DATA AVAILABILITY:  EDR  Compliant  Other  No Data  Police Report  Unknown  
LAW ENFORCEMENT INVESTIGATING?: --- Select --- INVESTIGATING AGENCY: [ ]  UNK REPORTING ENTITY OR MANUFACTURER INVESTIGATING?: --- Select ---  
INVESTIGATOR NAME: [ ]  UNK INVESTIGATOR PHONE: (XXX) XXX-XXXX  UNK INVESTIGATOR EMAIL: [ ]  UNK WAS VEHICLE WITHIN ITS ODD AT THE TIME OF THE INCIDENT?: --- Select ---  CBI

### Narrative

Provide a written description of the pre-crash, crash, and post-crash details, including the direction(s) of travel, if known. Provide explanations for any responses indicating see Narrative. List all ADAS or ADS feature disengagements leading up to the incident, and provide reasons for the disengagements, if known. Indicate if this is an update to a previously submitted report and, if so, provide the previous report's REPORT ID. If you selected Media as a source in the Incident Information section, provide the URL or reference. Provide any other available information.  
NARRATIVE: [ ]  CBI  
3500 characters remaining

PAPERWORK REDUCTION ACT STATEMENT: A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2127-0754. Expires: 12/31/2021. This information collection and Standing General Order 2021-01 requires manufacturers and operators of vehicles equipped with ADS or Level 2 ADAS to report certain crashes to NHTSA. The data will help the agency understand the extent to which incidents are potentially a result of safety defects, including whether manufacturers have failed to appropriately design their systems based on their foreseeable misuse.

[Save As Draft](#)

[Submit](#)

[Cancel](#)