In re:

Second Amended
Standing General Order 2021-01

Incident Reporting for
Automated Driving Systems (ADS) and
Level 2 Advanced Driver
Assistance Systems (ADAS)

TO: Each Manufacturer and Operator on the Attached Service List

This Second 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. § 510.7.¹ This General Order takes effect on May 15, 2023, and, as of that date, supersedes NHTSA’s August 12, 2021 Standing General Order 2021-01.²

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

¹ See 49 C.F.R. §§ 1.95, 501.8(d)(3) (delegations of authority).
² This action does not affect the enforceability of NHTSA’s June 29, 2021 Standing General Order 2021-01 or August 12, 2021 First Amended Standing General Order 2021-01. NHTSA will continue to evaluate crashes reported pursuant to prior versions of this General Order and may take enforcement actions as appropriate, including to address failures to report timely, fully, or truthfully under prior versions of the 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). 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.

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.

---

3 This includes the nonoperational safety of a motor vehicle. 49 U.S.C. § 30102(9).
4 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. First, manufacturers may equip ADS on vehicles that fully comply with the Federal Motor Vehicle Safety Standards (FMVSS) and are certified as compliant. Alternatively, manufacturers may utilize a statutory exception or exemption, 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...
analyze data inputs in real time to determine the appropriate vehicle response. Safety issues may also arise from the operational design domain\(^9\) 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

---

\(^9\) 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 first be reported within one or five calendar days after the manufacturer or operator receives notice 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. 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. “Engaged,” for the purpose of determining whether the ADS or Level 2 ADAS on the subject vehicle was “engaged,” includes crashes in which an attempt was made to engage
an ADAS or ADS to transfer partial or full control to an ADAS or ADS system, even if the attempt is rejected, aborted, or underway during the 30 seconds immediately prior to the commencement of the crash through the conclusion of the crash.

7. **“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.

8. **“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.

9. **“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.
10. “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 its limited domains, any human occupants are considered passengers and need not be involved in the driving task.

11. “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.

12. “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.

13. “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.\(^\text{10}\)

---

\(^{10}\) Trailers are “drawn by mechanical power” and are included in this definition of “motor vehicle.”
14. “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.

15. “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. “Notice” does not encompass any crash that you learned about solely from another entity’s report pursuant to this General Order if you have no additional information to report. If you have any other source of notice regarding this crash, your duty to report the incident runs from the date the separate notice is received.

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

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

18. “Reporting Entity” means any company identified on the attached Service List for this General Order.
19. “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.

20. “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.

21. “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 issuance of this Second Amended Standing General Order 2021-01.

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 the Chief Counsel pursuant to the instructions set forth in Appendix B.

4. A Reporting Entity that is a manufacturer of a vehicle or equipment of a vehicle
involved in a crash must report any incident covered by the requests in this General Order
involving your vehicles, or vehicles equipped with your Level 2 ADAS or ADS, even if it is not
directly or indirectly responsible for operation of the vehicle. You must also report any incident
covered by the requests in this General Order, even if the incident in question has already been
reported by another Reporting Entity. To the extent a Reporting Entity is aware of another
existing report involving the same crash, NHTSA encourages Reporting Entities to list the
Report ID for the other entry in the new report’s narrative in order to help the Agency correlate
the two reports. The reporting form includes a field for the Reporting Entity to identify any other
Reporting Entity or entities they are aware of that has or should be expected to submit a report
for the same crash.

5. Under this General Order, all Reporting Entities must submit at least one report
every month, regardless of the automation level of their vehicles. Whether that required report is
a “Monthly” report (under Request No. 2 or 3) or a “No New or Updated Incident Report”
(under Request No. 4), as titled in Appendix A of this General Order, depends on whether the
entity has any new reportable crashes or updates to prior reportable crashes during the applicable
reporting period.11

---

11 The “No New or Updated Incident Report” was previously referred to as the “Monthly—No Incidents” report.
6. If a Reporting Entity submits a report that it learns contains an error, the Reporting Entity should contact NHTSA at sgo202101-info@dot.gov as soon as possible to identify the issue. The Reporting Entity should also identify the correction in its next report about the incident, whether that is a ten-day report or a subsequent update. If appropriate, the Reporting Entity should also contact the Help Desk by phone at 202-366-3348 or by email at MC.Helpdesk@dot.gov to request replacement of the erroneous report. All communications about the error should include the relevant Report ID.

7. 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)). Except 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. NHTSA, therefore, will not keep this information confidential, intends to make it publically 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).

8. 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 hardware and software versions 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 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. NHTSA emphasizes that CBI requests should be narrowly tailored to the specific information protectable by the applicable standards.

9. If the deadline for submission of any report required by this General Order (other than those reports required within one calendar day or five calendar days 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 or five calendar days under Request No. 1.

10. Any questions about the information or format required for the reports required by this General Order should be directed to Michael Kuppersmith, Office of the Chief Counsel, via email at michael.kuppersmith@dot.gov or telephone at 202-360-5259 or, for technical questions, an email should be sent to 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.

11. 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.

12. 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.

13. 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 $26,315 per violation per day, up to a maximum penalty of $131,564,183 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 criteria in subparts A, B, C, and E of this Request No. 1, 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 (10th) calendar day after receipt of notice of such incident; and for each incident that meets the criteria in subparts A, B, D, and E of this Request No. 1, submit an Incident Report not later than five (5) calendar days 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 a fatality or any individual being transported to a hospital for medical treatment, or involves a vulnerable road user;

   D. the crash results in a vehicle tow-away or an air bag deployment but does not result in a fatality or any individual being transported to a hospital for medical treatment and does not involve a vulnerable road user;
E. 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 either 1) the crash results in a fatality or any person being transported to a hospital for medical treatment of an injury, regardless of whether the person killed or injured was an occupant of the subject vehicle, or 2) 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. The fourth criterion (Request No. 1.D) is met when the crash results in a tow-away of 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, but the crash does not result in a fatality, any individual being transported to a hospital for medical treatment and does not involve a vulnerable road user.

2. For each incident that meets the following criteria and is not reportable under Request No. 1, submit an Incident Report by the fifteenth (15th) 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 by the fifteenth (15th) 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 by the fifteenth (15th) calendar day of each month, confirming the lack of any reportable information under Request No. 2 and Request No. 3 during the previous calendar 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: April 5, 2023
By: [Signature]
Ann Carlson
Chief Counsel

Attachments:
Service List
Appendix A—Incident Report Submission Instructions
Appendix B—Confidential Business Information (CBI) Instructions
Appendix C—Incident Report
In re: Standing General Order 2021-01 Incident Reporting for Automated Driving Systems (ADS) and Level 2 Advanced Driver Assistance Systems (ADAS)

SERVICE LIST

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

Lajos Nemeth
Chief Operating Officer
Almotive, Inc.
1907 Colony Street
Mountain View, CA 94043

Feng-Ming Wan
Chief Executive Officer
Ambarella Corp.
3101 Jay Street
Santa Clara, CA 95054

Catherine McEvilly
Senior Vice President & General Counsel
(Honda North America)
American Honda Motor Co.
1919 Torrance Boulevard
Torrance, CA 90501-2746

Jan Becker
President and Chief Executive Officer
Apex.ai, Inc.
843 E Charleston Road
Palo Alto, CA 94303

Helen K. Pan
General Manager
Apollo Autonomous Driving USA
1195 Bordeaux Drive
Sunnyvale, CA 94089

Katherine Adams
Senior Vice President & General Counsel
Apple
One Apple Park Way
Cupertino, CA 95014

Katherine Ramundo
Senior Vice President & Chief Legal Officer
Aptiv
5724 Innovation Drive
Troy, MI 48098

Youngwoo Seo
Chief Executive Officer
Atlas Robotics, Inc.
2259 Delucchi Drive
Pleasanton, CA 94588
Brad Stertz  
Director, Audi Government Affairs  
Audi  
601 Pennsylvania Avenue, NW, Suite 740  
Washington, DC 20004

Nathaniel Beuse  
Vice President of Safety  
Aurora  
280 N. Bernardo Avenue  
Mountain View, CA 94043

Rene Sueltzner  
Head of After Sales/Recalls  
Automobili Lamborghini America LLC  
2200 Ferdinand Porsche Drive  
Herndon, VA 20171

Jianxiong Xiao  
Chief Executive Officer  
AutoX Technologies Inc  
441 West Trimble Road  
San Jose, CA 95131

Robin Li  
Chief Executive Officer  
Baidu USA LLC  
1195 Bordeaux Drive  
Sunnyvale, CA 94089

Joe Moye  
Chief Executive Officer  
Beep  
13485 Veterans Way, Suite 110  
Orlando, FL 32827

Michael Hawthorne  
President and Chief Executive Officer  
Bendix Commercial Motor Vehicle Systems  
35500 Chester Road  
Avon, OH 44011

Stephen Worrall  
Director, Aftersales  
Bentley Motors, Inc.  
2200 Ferdinand Porsche Drive  
Herndon, VA 20171

Black Sesame Technologies  
2290 N. First Street, Suite 100  
San Jose, CA 95131

Joel Pazhayampallil  
Chief Executive Officer  
Bluespace.ai  
3587 Lupine Avenue  
Palo Alto, CA 94303

Adam McNeill  
Vice President of Engineering  
BMW of North America, LLC  
P.O. Box 1227  
Westwood, NJ 07675-1227

Erik Dyhrkopp  
General Counsel  
Bosch – Robert Bosch LLC  
38000 Hills Tech Drive  
Farmington Hills, MI 48331

Mark Godwin  
President  
Box Bot  
201 2nd Street  
Oakland, CA 94607

Meelis Anton  
Chief Operating Officer  
Cleveron  
9916 Bordeaux Avenue  
Frisco, TX 75035
George Hotz  
Chief Executive Officer President  
comma.ai, Inc.  
1441 State Street  
San Diego, CA 92101

Ibro Muharemovic  
Director  
Continental Automotive Systems, Inc.  
1 Continental Drive  
Auburn Hills, MI 48326

Jeff Bleich  
Chief Legal Officer  
Cruise  
333 Brannan Street  
San Francisco, CA 94107

Lior Tal  
Chief Executive Officer  
CYNGN Inc  
1015 O’Brien Drive  
Menlo Park, CA 94025

Sean Waters  
Vice President, Product Compliance  
Daimler Trucks NA  
4747 N. Channel Avenue  
Portland, OR 97217-3849

Qi Zhuang  
Chief Executive Officer  
Deeproute AI  
46535 Fremont Boulevard  
Fremont, CA 94538

Seiji Maeda  
Chief Executive Officer  
Denso International America, Inc.  
24777 Denso Drive  
Southfield, MI 48033

Boqing Shi  
Vice President, Head of Autonomous Driving  
US  
DiDi Research America LLC  
450 National Avenue  
Mountain View, CA 94043

Gilbert Gagnaire  
Chief Executive Officer  
EasyMile  
3300 Walnut Street, Suite 124  
Denver, CO 80205

Robert Falck  
Chief Executive Officer  
Einride AB  
Nordic Innovation House  
470 Ramona Street  
Palo Alto, CA 94301

David M. Wertheim  
Vice President & General Counsel  
Ferrari North America, Inc.  
250 Sylvan Avenue  
Englewood Cliffs, NJ 07632-2500

Nicholas Promponas  
Senior Vice President, Transit Management Services  
First Transit, Inc.  
P.O. Box 725  
Fox Island, WA 98333

Emily Frascaroli  
Global Automotive Safety Office Director  
Ford Motor Company  
330 Town Center, Suite 500  
Dearborn, MI 48126-2738

Arjun Narang  
Co-Founder and CTO  
Gatik AI, Inc.  
3530 W Bayshore Road  
Palo Alto, CA 94303-4228
<table>
<thead>
<tr>
<th>Company</th>
<th>Name</th>
<th>Position</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Motors LLC</td>
<td>Regina Carto</td>
<td>Vice President - Global Product Safety &amp;</td>
<td>29427 Louis Chevrolet Road</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Systems</td>
<td>Mail Code 480-210-2V</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Warren, MI 48093</td>
</tr>
<tr>
<td></td>
<td>Jackie Glassman</td>
<td>General Counsel</td>
<td>900 Villa Street</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ghost Autonomy</td>
<td>Mountain View, CA 94041</td>
</tr>
<tr>
<td></td>
<td>Vladislav Voroninski</td>
<td>Chief Executive Officer</td>
<td>3723 Haven Avenue, #125</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Helm AI</td>
<td>Menlo Park, CA 94025</td>
</tr>
<tr>
<td>Ghost Autonomy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jackie Glassman</td>
<td>General Counsel</td>
<td>900 Villa Street</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ghost Autonomy</td>
<td>Mountain View, CA 94041</td>
</tr>
<tr>
<td></td>
<td>Vladislav Voroninski</td>
<td>Chief Executive Officer</td>
<td>3723 Haven Avenue, #125</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Helm AI</td>
<td>Menlo Park, CA 94025</td>
</tr>
<tr>
<td></td>
<td>Gregory Crandell</td>
<td>General Manager USA</td>
<td>2650 N Opdyke Road, Suite B</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Auburn Hills, MI 48326</td>
</tr>
<tr>
<td></td>
<td>Brian Latouf</td>
<td>Chief Safety Officer, Hyundai Motor North</td>
<td>10550 Talbert Avenue</td>
</tr>
<tr>
<td></td>
<td></td>
<td>America</td>
<td>Fountain Valley, CA 92708</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gregory Crandell</td>
<td>General Manager USA</td>
<td>2650 N Opdyke Road, Suite B</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Auburn Hills, MI 48326</td>
</tr>
<tr>
<td></td>
<td>Brian Latouf</td>
<td>Chief Safety Officer, Hyundai Motor North</td>
<td>10550 Talbert Avenue</td>
</tr>
<tr>
<td></td>
<td></td>
<td>America</td>
<td>Fountain Valley, CA 92708</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gregory Crandell</td>
<td>General Manager USA</td>
<td>2650 N Opdyke Road, Suite B</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Auburn Hills, MI 48326</td>
</tr>
<tr>
<td></td>
<td>Brian Latouf</td>
<td>Chief Safety Officer, Hyundai Motor North</td>
<td>10550 Talbert Avenue</td>
</tr>
<tr>
<td></td>
<td></td>
<td>America</td>
<td>Fountain Valley, CA 92708</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guident</td>
<td>Adham Ghazali</td>
<td>Chief Executive Officer</td>
<td>2730 S. Hardy Drive, Suite 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Imagry Inc.</td>
<td>Tempe, AZ 85282</td>
</tr>
<tr>
<td></td>
<td>Dr. Chen Tian</td>
<td>Vice President, Head of R&amp;D Center in Silicon Valley</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inceptio Technology</td>
<td>47221 Fremont Boulevard</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fremont, CA 94538-6502</td>
</tr>
<tr>
<td></td>
<td>Shaun Skinner</td>
<td>President and CEO at Isuzu Commercial Truck of America, Inc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Isuzu Technical Center of America, Inc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>46401 Commerce Center Drive</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Plymouth, MI 48170-2473</td>
</tr>
<tr>
<td></td>
<td>Allon Stabinsky</td>
<td>Chief Deputy General Counsel</td>
<td>2200 Mission College Boulevard</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Intel/Mobileye</td>
<td>Santa Clara, CA 95054-1549</td>
</tr>
<tr>
<td></td>
<td>J.S. (Jurassic) Park</td>
<td>Vice President, Product Litigation and Regulatory Compliance</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Kia Motors America</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>111 Peters Canyon Road</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Irvine, CA 92606-1790</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chris Marchand</td>
<td>VP, Government and Industry Relations, Americas</td>
<td>100 Jaguar Land Rover Way</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mahwah, NJ 07495</td>
</tr>
<tr>
<td></td>
<td>J.S. (Jurassic) Park</td>
<td>Vice President, Product Litigation and Regulatory Compliance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chris Marchand</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chris Marchand</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chris Marchand</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chris Marchand</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Jordan Coleman  
General Counsel  
Kodiak Robotics  
1049 Terra Bella Avenue  
Mountain View, CA 94043

Sammy Omari  
Chief Executive Officer  
Latitude AI  
2545 Railroad Street, Suite 400  
Pittsburgh, PA 15222

Yong Huang  
Manager  
Leonis Technologies North America LLC  
48660 Kato Road  
Fremont, CA 94538

Çetin Meriçli, Ph.D.  
Chief Executive Officer  
Locomation  
113 47th Street  
Pittsburgh, PA 15201

Jonathan Butler  
Vice President, General Counsel  
Lucid Motors USA Inc.  
7373 Gateway Boulevard  
Newark, CA 94560

Gregory McLean  
Senior Legal Counsel  
Magna International of America, Inc.  
337 Magna Drive  
750 Tower Drive, Mail Code 7000  
Troy, MI 48098

Cheol Woo Kim  
Chief Executive Officer  
Mando America Corp.  
4201 Northpark Dr.  
Opelika, AL 36801

Kas Rigas  
Head of Communications  
Maserati North America, Inc.  
One Chrysler Drive  
Auburn Hills, MI 48326

Edwin Olson  
Chief Executive Officer  
May Mobility  
650 Avis Drive, Suite 100  
Ann Arbor, MI 48108

Jennifer Morrison  
Manager, Vehicle Safety Compliance  
Mazda North American Operations  
1025 Connecticut Avenue, NW, Suite 910  
Washington, DC 20036

Tim Murnane  
Legal Director  
McLaren Automotive Incorporated  
1405 S. Beltline Road, Suite 100  
Coppell, TX 75019

Matthew Everitt  
Vice President and General Counsel  
Mercedes-Benz North America  
13470 International Parkway  
Jacksonville, FL 32218

Katherine Knight  
Vice President, General Counsel  
Mitsubishi Motors North America, Inc.  
4031 Aspen Grove Drive, Suite 650  
Franklin, TN 37067

Peter Simshauser  
General Counsel  
Motional AD, Inc.  
100 Northern Avenue, 2nd Floor  
Boston, MA 02210
Ted Navitskas
General Counsel
MV Transportation, Inc.
Corporate Headquarters
2711 N. Haskell Avenue, Suite 1500 LB-2
Dallas, TX 75204

Curt A. Kramer
General Counsel
Navistar, Inc.
2701 Navistar Drive
Lisle, IL 60532

Jeremy Layman
Key Account Manager
NAVYA Inc.
1406 East Michigan Avenue
Saline, MI 48176

Selim Hammoud
Director, Product Safety
Nissan North America, Inc.
P. O. BOX 685001
Franklin, TN 37068-5009

David Estrada
Chief Legal & Policy Officer
Nuro
1300 Terra Bella Avenue #200
Mountain View, CA 94043

Gary Hicok
Senior Vice President, Automotive Hardware & Systems
NVIDIA
2788 San Tomas Expressway
Santa Clara, CA 95050

Jenny Larios Berlin
Chief Operating Officer
Optimus Ride Inc.
88 Black Falcon Avenue, Suite 188
Boston, MA 02210

Ryan Smith
Vice President of Technology Solutions
Oxbotica
61 Wildwood Lane
Durango, CO 81301

Mike Walton
Vice President and General Counsel
PACCAR
777 106th Avenue N.E.
Bellevue, WA 98004

Pegasus Technology Holdings
2870 Zanker Road, Suite 210
San Jose, CA 95134

John Mottola
Vice President of Operations
Perrone Robotics, Inc.
5625 The Square
Crozet, VA 22932

Hyunggi Cho
Chief Executive Officer
Phantom.ai, Inc.
197 Airport Boulevard
Burlingame, CA 94010

David Liu
Chief Executive Officer
Plus AI
20401 Stevens Creek Boulevard
Cupertino, CA 95014

Lucy Clark Dougherty
General Counsel
Polaris
2100 Highway 55
Medina, MN 55340
<table>
<thead>
<tr>
<th>Name</th>
<th>Title and Organization</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gregor Hembrough</td>
<td>President, Polestar Automotive USA Inc.</td>
<td>70077 McArthur Boulevard, Mahwah, NJ 07430</td>
</tr>
<tr>
<td>Max Harris</td>
<td>Government Affairs, Pony.ai</td>
<td>3501 Gateway Boulevard, Freemont, CA 94538</td>
</tr>
<tr>
<td>George Feygin</td>
<td>General Counsel, Porsche Cars North America, Inc.</td>
<td>One Porsche Drive, Atlanta, GA 30354</td>
</tr>
<tr>
<td>Robbie Miller</td>
<td>Chief Executive Officer and Chief Safety Officer, Pronto AI</td>
<td>1186 Folsom Street, San Francisco, CA 94103</td>
</tr>
<tr>
<td>Qian Yu</td>
<td>Chief Executive Officer, Qcraft.ai</td>
<td>3350 Scott Boulevard, Suite 3902, Santa Clara, CA 95054</td>
</tr>
<tr>
<td>Paul Guckian</td>
<td>Vice President Engineering, Qualcomm Technologies, Inc.</td>
<td>5775 Morehouse Drive, San Diego, CA 92121</td>
</tr>
<tr>
<td>Refraction.ai</td>
<td></td>
<td>200 Academy Drive, Suite 175, Austin, TX 78704</td>
</tr>
<tr>
<td>Jason Stinson</td>
<td>Chief Technology Officer, Renovo Motors Inc.</td>
<td>1624 Dell Avenue, Suite B, Campbell, CA 95008</td>
</tr>
<tr>
<td>Aarjav Trivedi</td>
<td>Chief Executive Officer, Ridecell, Inc.</td>
<td>514 Bryant Street, San Francisco, CA 94107</td>
</tr>
<tr>
<td>Bell, Nancy</td>
<td>General Counsel, Rivian Automotive, LLC</td>
<td>13250 North Haggerty Road, Plymouth, MI 48170</td>
</tr>
<tr>
<td>Alberto Lacaze</td>
<td>President, Robotic Research</td>
<td>22601 Gateway Center Drive, Clarksburg, MD 20871</td>
</tr>
<tr>
<td>Dr. Anuja Sonalker</td>
<td>Chief Executive Officer, Steer Tech</td>
<td>10840 Guilford Road, Annapolis Junction, MD 20701</td>
</tr>
<tr>
<td>Mark Chernoby</td>
<td>Global Technical Safety and Regulatory</td>
<td></td>
</tr>
<tr>
<td>Sheila Gallucci-Davis</td>
<td>General Counsel, Subaru of America</td>
<td>One Subaru Drive, Camden, NJ 08103</td>
</tr>
<tr>
<td></td>
<td>Compliance Officer, Stellantis</td>
<td></td>
</tr>
</tbody>
</table>
Steve Debenham  
Vice President & General Counsel  
Telenav, Inc.  
4655 Great America Parkway, Suite 300  
Santa Clara, CA 95054

Lars Moravy  
Vice President Vehicle Engineering  
Tesla, Inc.  
1 Tesla Road  
Austin, TX 78725

Michael Fleming  
Chief Executive Officer  
TORC Robotics, Inc.  
405 Partnership Drive SE  
Blacksburg, VA 24060

Gary Ross  
Vice President  
Toyota Motor North America  
6565 Headquarters Drive  
Plano, TX 75024

Derrick Breun  
Vice President Operations  
Transdev Services, Inc.  
3540 E. Baseline Road, Suite 100  
Phoenix, AZ 85042

Jim Mullen  
Chief Administrative and Legal Officer  
TuSimple  
9191 Towne Centre Drive, Suite 600  
San Diego, CA 92122

Daniel J. Laury  
Chief Executive Officer  
Udelv, Inc.  
1826 Rollins Road  
Burlingame, CA 94010

Eric Antoine Fredette  
General Counsel  
Valeo  
150 Stephenson Highway  
Troy, MI 48083

Julie A. Manzari  
Innovation Strategist  
VEPC (Dominion Energy)  
707 East Main Street, 20th Floor  
Richmond, VA 23219

Jimmy Pang  
Engineering and Development Supervisor  
Verizon  
One Verizon Way  
Basking Ridge, NJ 07920

Vingroup USA  
333 W. San Carlos Street, Suite 600  
San Jose, CA 95110

Chris Sandvig  
Director of Group Customer Protection  
Volkswagen Group of America, Inc.  
2200 Ferdinand Porsche Drive  
Herndon, VA 20171

Christopher Dauerer  
Vice President Quality - Americas  
Volvo Car USA, LLC  
270 Three Point Drive  
Ridgeville, SC 29472

Jonathan Miller  
Senior Vice President, Public Affairs  
Volvo Trucks (Volvo Group North America)  
7900 National Service Road  
Greensboro, NC 27409
Vueron Technology USA
2665 N. 1st Street, Suite 110
San Jose, CA 95134

Sam Loesche
Head of Public Policy & Federal Affairs
Waabi
1407 Indiana Street
San Francisco, CA 94107

Kelly Freeman
Senior Legal Counsel
Wabco Vehicle Control Systems
2135 West Maple Road
Troy, MI 48084

Kevin Vosen
General Counsel
Waymo
1600 Amphitheatre Parkway
Mountain View, CA 94043

Zhong Hua
Senior Vice President of Engineering
WeRide Corp
North American R&D Center
2630 Orchard Parkway
San Jose, CA 95131

James Kuffner
Chief Executive Officer
Woven Planet North America, Inc.
4440 El Camino Real
Los Altos, CA 94022

Xinzhou Wu
Chief Executive Officer
Xmotors.ai, Inc.
850 N. Shoreline Boulevard
Mountain View, CA 94043

Dmitry Polishchuk
Chief Executive Officer
Yandex Self Driving Group Inc.
10 State Street
Newburyport, MA 01950

Dr. Martin Fischer
Passive and Active Safety Systems,
Electronics, and ADAS
ZF North America, Inc.
12001 Tech Center Drive
Livonia, MI 48150

Christopher Nalevanko
General Counsel
Zoox, Inc.
1149 Chess Drive
Foster City, CA 94404
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 has been available since August 12, 2021, the effective date of the First Amended 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 the 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 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) “5-Day,” 3) “Monthly,” and 4) “No New or Updated Incident Report.”

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 “5-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.

6. 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.
7. If the REPORT TYPE is “No New or Updated Incident Report” 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.

8. **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.

9. 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.

10. **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.

11. **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 update 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.

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

13. **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.

14. **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. For technical assistance regarding the content required in a report, please send an email to 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 categories on the Incident Report form (Appendix C) request information that potentially could be CBI. Those three categories are: (1) “ADAS/ADS HARDWARE VERSION” and “ADAS/ADS SOFTWARE 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 categories 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. NHTSA emphasizes that CBI requests should be narrowly tailored to the specific information protectable by the applicable standards.

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 HARDWARE VERSION,” “ADAS/ADS SOFTWARE 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 the 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. 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:
   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.
### Subject Vehicle Information

| Make | Model | Year | Mileage | Vin | Exterior Color | Interior Color | Tires | Generator | Winch | Air Brakes | Fuel Type | Engine Type | Engine Size | Other Equipment | Description |
|------|-------|------|---------|-----|----------------|----------------|-------|-----------|-------|----------|-----------|-------------|-------------|-------------|----------------|-------------|
|      |       |      |         |     |                |                |       |           |       |          |           |             |             |             |                |             |

### Incident Information

<table>
<thead>
<tr>
<th>Source</th>
<th>Date</th>
<th>Incident Time</th>
<th>Incident Date</th>
<th>Incident Time (local)</th>
<th>Time Zone</th>
<th>Location</th>
<th>Location Description</th>
<th>Speed Limit</th>
<th>Speed</th>
<th>Operation</th>
<th>Weather</th>
<th>Other Events</th>
<th>Event</th>
<th>Event Description</th>
<th>Event Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Incident Scene

<table>
<thead>
<tr>
<th>Scene Type</th>
<th>Scene Location</th>
<th>Scene Description</th>
<th>Scene Time</th>
<th>Scene Weather</th>
<th>Scene Operation</th>
<th>Scene Events</th>
<th>Scene Description</th>
<th>Scene Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Crash Description

<table>
<thead>
<tr>
<th>Crash Type</th>
<th>Subject Vehicle</th>
<th>Property Damage</th>
<th>Property Damage</th>
<th>Property Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Post-Crash Information

<table>
<thead>
<tr>
<th>Damage</th>
<th>Law Enforcement</th>
<th>Investigator Name</th>
<th>Investigator Email</th>
<th>Company Name</th>
<th>Company Email</th>
<th>Company Address</th>
<th>Investigator Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Narrative

The narrative section should describe the sequence of events, vehicle interactions, and any other relevant details. It should be detailed and clear, providing a comprehensive overview of the incident. Relevant factors such as weather conditions, traffic, and road conditions should be included. The narrative should be written in clear, concise language, ensuring that it is both informative and easy to understand. Any additional relevant data, such as witness statements or surveillance footage, should be included as appropriate.