



NHTSA

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

Manufacturer Training Safety Defect Investigations (SDI) Portal

Office of Defects Investigation (ODI)

August 1, 2024: 1:00 PM to 3:30 PM EDT

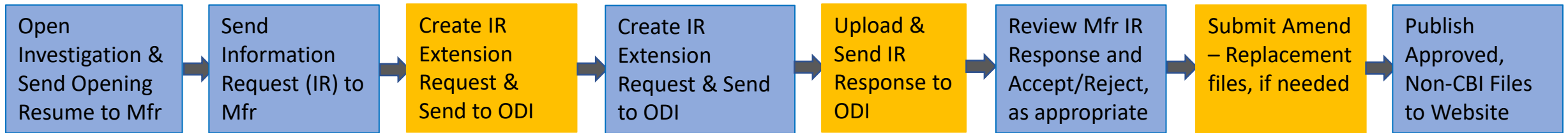
August 6, 2024: 9:00 AM to 11:30 AM EDT

Agenda

- Investigation Resume and Information Request (IR) Process Flow
- SDI Portal Layout
- Investigation Opened and Resume Sent to Manufacturer (Mfr)
- Manufacturer Review of Resume in SDI Portal
- Information Request (IR) Sent to Mfr
- Manufacturer Review of IR in SDI Portal
- IR Response Extension Request
- Manufacturer Review of IR Extension Request Reply in SDI
- IR Response Submission to ODI
- ODI's Review of Manufacturer's IR Response Submission
- Submitting Amend – Replacement Files in Response to Rejected Files
- ODI's Acceptance of IR Response
- Publishing ODI Investigation Files
- Next Steps

Note: Training will be in a demo only format.

Investigation Resume and IR Process Flow



Key

ODI Task

Mfr Task



NHTSA

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

SDI Investigation Dashboard and Details Pages Overview

Office of Defects Investigation


August 1, 2024: 1:00 PM to 3:30 PM EDT

August 6, 2024: 9:00 AM to 11:30 AM EDT

SDI Portal Layout: Investigation Dashboard Page (1 of 4)

Investigation Dashboard Page - Header and Investigations Table

Header

 **Safety Defect Investigations** John Doe | Logout

Investigation Dashboard (2 Open)

[Home](#) > Investigations MC Acme, Inc

Last 60 days Last year Last 5 years All

Investigations Table

Year	NHTSA ID	Subject	Open Resume	Close Resume	Open Requests	Parent Investigation	Investigator
2024	PE24201	Transmission Failure	2024-May-17		0		JANE SMITH
	IQ24243	V-ICKLE Truck	2024-Apr-15		2		JANE SMITH

SDI Portal Layout: Investigation Dashboard Page (2 of 4)

Header



[Home](#) > [Investigations](#) 3

4 MC Acme, Inc ▾

Last 60 days
 Last year
 Last 5 years
 All 5

#	Element	Description
1	Page Title	Displays the Investigation Dashboard page name and the number of open and closed Investigations in parenthesis
2	Search	Enables the user to enter a keyword or NHTSA ID to limit the file results in the dashboard Investigations table.
3	Breadcrumbs	<ul style="list-style-type: none"> Displays hyperlinked Breadcrumbs feature, Home > Investigations Enables the user to navigate back to a previous page, such as the Home page simply by clicking on the hyperlink.
4	Manufacturer	<ul style="list-style-type: none"> Displays the name of the manufacturer whose Investigations are shown in the table below. NOTE: To change between manufacturers, click the current manufacturer name to display the manufacturers drop-down list for which you have access and then the manufacturer name you would like to view.
5	Filter	<ul style="list-style-type: none"> Enables the user to click a radio button to select a time frame (Last 60 days, Last year, Last 5 years or All) for which Investigations you want to display. NOTE: By default, the Last year view will display.

SDI Portal Layout: Investigation Dashboard Page (3 of 4)



Investigations Table

	1	2	3	4	5	6	7	8
IR Extension Requests:	Request Number	Submitted	Original Due Date	Ext. Date Requested	Question #	Justification	Ext. Date Granted	Approval Status
	1	2024-May-30	2024-Jun-14	2024-Jun-14	3	Will not have access to data until this time.	2024-Jun-14	Approve

#	Field Name	Description
1	Year	Displays the year the Investigation was created.
2	NHTSA ID	<ul style="list-style-type: none"> Displays the ID assigned to the Investigation by NHTSA Enables users to click on the hyperlinked field to access the Investigation Detail page.
3	Subject	Displays a brief description of the Investigation entered by NHTSA.
4	Open Resume	Displays the date the Open Resume was approved.
5	Close Resume	Displays the date the Close Resume was approved.
6	Open Requests	<ul style="list-style-type: none"> Displays a count of how many IRs are associated with the Investigation Where applicable, displays an icon indicating if an IR is overdue or approaching the extension cutoff date. NOTE: There can be multiple icons within this field (i.e., both an overdue and approaching extension cutoff date icon), but there will only be 1 of each icon (i.e., if more than 1 IR is overdue, there will only be one overdue icon).
7	Parent Investigation	<ul style="list-style-type: none"> Displays the NHTSA parent Investigation ID, where applicable Enables users to click on hyperlinked field to access the parent Investigation details.
8	Investigator	Displays the name of the investigator assigned to the Investigation.

SDI Portal Layout: Investigation Dashboard Page (4 of 4)

Investigations Dashboard – Open Requests Icons

Icon	Description	Condition
	Overdue IR Response	The Overdue IR Response icon indicates Entire Response is not marked as complete and the current date is past the Original Due Date or Extension Date .
	Extension Cutoff Warning	The Extension Cutoff Warning icon indicates Entire Response is not marked as complete and it is 6 – 7 days before the Original Due Date of the IR.

SDI Portal Layout: Investigation Detail Page (1 of 7)

Header



Safety Defect Investigations

John Doe | Logout

Investigation Detail

Overview Section

[Home](#) > [Investigations](#) > PE24201

PE24201

Investigator: [Jane Smith](#)
Division Chief: [Sally May](#)

Subject: Transmission Failure

Products: 2005 V-ICKLE Trucks

Description: There have been reported transmission failures for the 2005 V-ICKLE Trucks.

Investigation Docs

Investigation Documents: [INOA-PE24201-14340.pdf](#) | [INOV-PE24201-14341.pdf](#)

IR Ext Memos

IR Extension Memos: [PE24201-01](#) | [INRE-PE24201-10300.pdf](#)

Information Requests

Information Requests:	NHTSA IR ID	Request	Request Type	Number of Questions	Received	Response Due ↓	Status
	PE24201-01	INIM-PE24201-14348.pdf	Manufacturer	8	2024-May-...	2024-Jun-14	<button>Viewed</button>

SDI Portal Layout: Investigation Detail Page (2 of 7)

Header

Investigation Detail 1

[Home](#) > [Investigations](#) > PE24201 2

#	Element	Description
1	Page Title	Displays Investigation Detail page name
2	Breadcrumbs	<ul style="list-style-type: none">Displays hyperlinked Breadcrumbs feature, Home > Investigations > NHTSA IDEnables the user to navigate back to a previous page, such as the Investigation Dashboard, simply by clicking on the hyperlink.

SDI Portal Layout: Investigation Detail Page (3 of 7)

Overview Section

- 1** PE24201
- 2** **Subject:** Transmission Failure
- 3** **Products:** 2005 V-ICKLE Trucks
- 4** **Description:** There have been reported transmission failurers for the 2005 V-ICKLE Trucks.

- 5** [Investigator: Jane Smith](#)
- 6** [Division Chief: Sally May](#)

#	Field Name	Description
1	NHTSA ID	Displays the ID assigned to the Investigation by NHTSA
2	Subject	Displays a brief description of the Investigation entered by the investigator
3	Products	Displays all the products the investigator has added to the active resume
4	Description	Displays the problem description entered by the investigator.
5	Investigator	Enables users to click the hyperlinked name of investigator assigned to the Investigation to create an email addressed to the investigator
6	Division Chief	Enables users to click the hyperlinked name of the Division Chief assigned to the Investigation to create an email addressed to the Division Chief.

SDI Portal Layout: Investigation Detail Page (4 of 7)

Investigation Docs

1

2

Investigation Documents:

[INOA-PE24201-14340.pdf](#) ↓ | [INOV-PE24201-14341.pdf](#) ↓

#	Element	Description
1	Resume PDF	<ul style="list-style-type: none"> Displays hyperlinked Opening Resume, Closing Resume, and Closing Report files that are attached to the Investigation, as applicable Enables users to click the hyperlink to open the file in a new tab or click the Download arrow to download the document
2	Supplemental Data VOQs PDF	<ul style="list-style-type: none"> Displays hyperlinked Opening and Closing Resume Supplemental Data VOQs files attached to the investigation, where applicable Enables users to click the hyperlink to open the file in a new tab or click the Download arrow to download the document

SDI Portal Layout: Investigation Detail Page (5 of 7)

IR Extension Memos

IR Extension Memos: [PE24201-01](#) [INRE-PE24201-10300.pdf](#) 

1

2

#	Element	Description
1	Extension Requests	The hyperlinked Extension Request feature displays hyperlinks for all IR extension requests for the given Investigation sorted in ascending order. The hyperlinked Extension Request feature enables users, where applicable, to open the corresponding Extension Requests page. If there are no IR extensions, this section will be blank.
2	IR Extension Memos	The hyperlinked IR Extension Memos file, where applicable, that is attached to the Investigation enables users to click the hyperlink to open the file in a new tab or click the Download arrow to download the document. If there are no IR extensions, this section will be blank.

SDI Portal Layout: Investigation Detail Page (6 of 7)

Information Requests

	1	2	3	4	5	6	7
Information Requests:	NHTSA IR ID	Request	Request Type	Number of Questions	Received	Response Due ↓	Status
	PE24201-01	INIM-PE24201-14348.pdf 	Manufacturer	8	2024-May-...	2024-Jun-14	Viewed

#	Field Name	Description
1	NHTSA IR ID	The hyperlinked NHTSA IR ID field will display the IR ID assigned by NHTSA and will enable users to access the IR Response folder structure.
2	Request	The hyperlinked Request field will display the IR file name and will enable users to access the IR file in a new tab or to click the download icon to download the document.
3	Request Type	The Request Type field will display the type of IR (e.g., Manufacturer IR, Supplemental IR, Peer IR, etc.).
4	Number of Questions	The Number of Questions field will display the number of questions to be answered in the IR Letter.
5	Received	The Received field will display the date the IR Letter was sent to the SDI.
6	Response Due	The Response Due field will display the date the IR Response is due. Manufacturers may request an IR extension if they need more time.
7	Status	The Status field will display the status of the IR.

SDI Portal Layout: Investigation Detail Page (7 of 7)

IR Response Status Field

NOTE: As the manufacturer views, uploads, and submits its IR Response submission, the IR Response status will reflect one of the following statuses.

IR Response Status	Description
Not Started	Default status automatically assigned when the Information Request record is created in SDI before the IR Letter hyperlink is selected.
Viewed	Indicates that the IR letter has been opened, but no IR Response data has been uploaded and/or submitted for the specified IR.
In Progress	Indicates that at least one file has been uploaded to the IR Response page for the specified IR.
Complete	Indicates that the manufacturer has uploaded and submitted all IR Response files into the SDI for the specified IR.
Response Rejected	(Status coming soon) Indicates that ODI has checked the “Rejected Document” box in the Investigations – Attachment pane for at least one file submitted in the manufacturer’s IR Response.
Response Accepted	Indicates that ODI has checked the “Response Accepted” box in the IR Details pane indicating that the IR Response files submitted by the manufacturer are acceptable and complete.

Coming Soon



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SDI Layout Q & A (via Zoom Q&A)

Office of Defects Investigation
August 1, 2024: 1:00 PM to 3:30 PM EDT
August 6, 2024: 9:00 AM to 11:30 AM EDT



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Opening Resumes and Information Requests (IRs)

Office of Defects Investigation

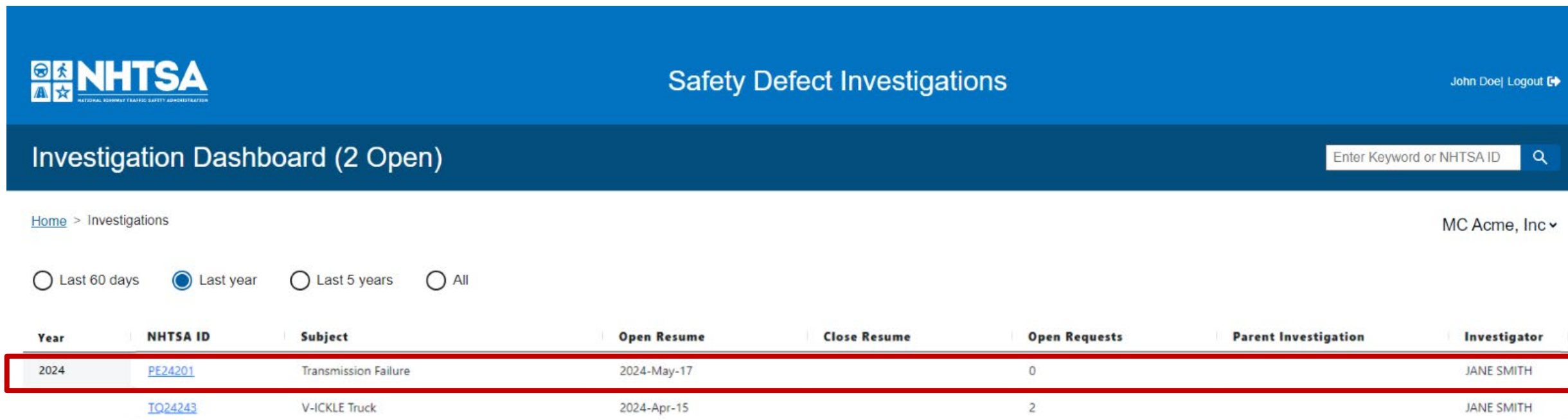
August 1, 2024: 1:00 PM to 3:30 PM EDT

August 6, 2024: 9:00 AM to 11:30 AM EDT

Investigation Opened and Resume Sent to Manufacturer (1 of 3)

Once ODI opens an investigation and the Opening Resume is approved, the system will automatically do the following **within the SDI Portal**:

1. Create an investigation record in the SDI **Investigation Dashboard** of the subject and affected manufacturers, as applicable.




The screenshot shows the NHTSA Safety Defect Investigations Investigation Dashboard. The page title is "Safety Defect Investigations" and the user is logged in as "John Doe". The dashboard shows "Investigation Dashboard (2 Open)" with a search bar for "Enter Keyword or NHTSA ID". The breadcrumb is "Home > Investigations" and the selected manufacturer is "MC Acme, Inc". The filter is set to "Last year". The table below lists two investigations for the year 2024.

Year	NHTSA ID	Subject	Open Resume	Close Resume	Open Requests	Parent Investigation	Investigator
2024	PE24201	Transmission Failure	2024-May-17		0		JANE SMITH
	IQ24243	V-ICKLE Truck	2024-Apr-15		2		JANE SMITH

REMINDER: Investigations will be organized by investigation year in descending order.

Investigation Opened and Resume Sent to Manufacturer (2 of 3)

2. Place a copy of the Opening Resume, and corresponding Supplemental Data VOQs, if applicable, in the manufacturer's SDI investigation record in the **Investigation Detail – Investigation Documents** section for the subject and affected manufacturers.

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Safety Defect Investigations

John Doe | Logout ↗

Investigation Detail

[Home](#) > [Investigations](#) > PE24201

PE24201 [Investigator: Jane Smith](#)
[Division Chief: Sally May](#)

Subject: Transmission Failure

Product: 2005 V-ICKLE Trucks

Description: There have been reported transmission failurers for the 2005 V-ICKLE Trucks.

Investigation Documents: [INOA-PE24201-14340.pdf](#) ↓ | [INOV-PE24201-14341.pdf](#) ↓

IR Extension Memos:

Information Requests:

NHTSA IR ID	Request	Request Type	Number of Questions	Received	Response Due ↓	Status
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Investigation Opened and Resume Sent to Manufacturer (3 of 3)

3. Send the **SDI manufacturer and affected primary and secondary users** an email with a hyperlink to let them know they have something new to review in the SDI Portal.
 - Email will contain Investigation Id number
 - Email will contain a <https://portal.nhtsa.gov> hyperlink, which the manufacturer can click on to access the **NHTSA Enterprise Portals** login screen.

Subject: New Communication in Safety Defect Investigations Portal for < Investigation Id >

From: NHTSA-ODI-Communication@service.govdelivery.com

Sent: <Date Timestamp >

To: <Mfr Investigation Contact >

Investigation Id: <Investigation Id >

There is a new communication for **Investigation <Investigation Id >** in your NHTSA ODI Safety Defect Investigations (SDI) portal account **for your review**. To log into your SDI portal account, use the following link <https://portal.nhtsa.gov>

If you have any questions or concerns, please feel free to reach out to <Investigator name > for any technical questions and me for all others. Also, after you have reviewed the **communication**, if you would like to have a meeting to clarify any of the **information or** requests, please let me know.

Thank you for your support and cooperation.

Regards,

<Division Chief Name >

Division Chief - <Division >

<Division Chief Email >

Department of Transportation

National Highway Traffic Safety Administration

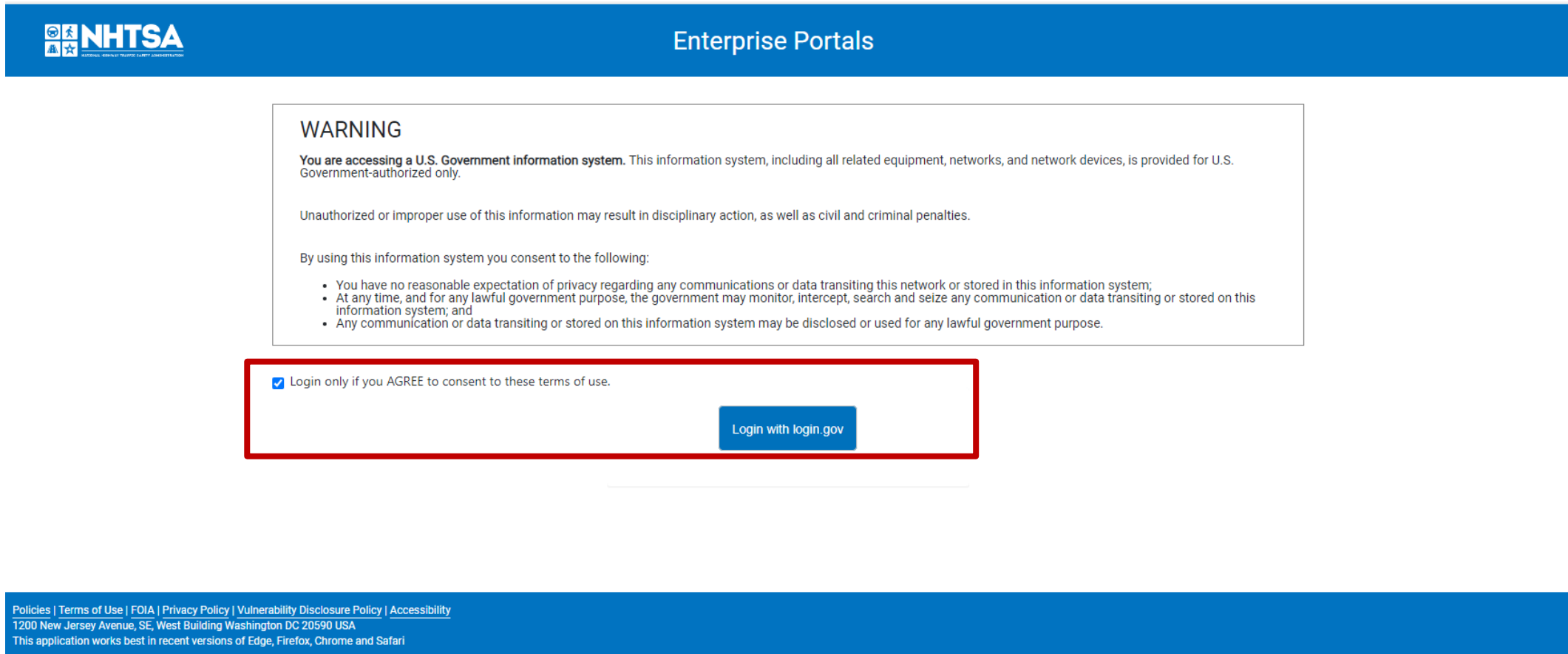
1200 New Jersey Avenue SE., Washington, DC 20590


Email: <Division Chief email >

Office: <Division Chief Phone Number >

Manufacturer Review of Opening Resume in SDI (1 of 5)

1. To access the new investigation record and corresponding investigation documents, login to the **NHTSA Enterprise Portals**.
 - a. Read the Login **WARNING**.
 - b. Check the **Login only if you AGREE to consent to these terms of use** box.
 - c. Click **Login with login.gov** button.



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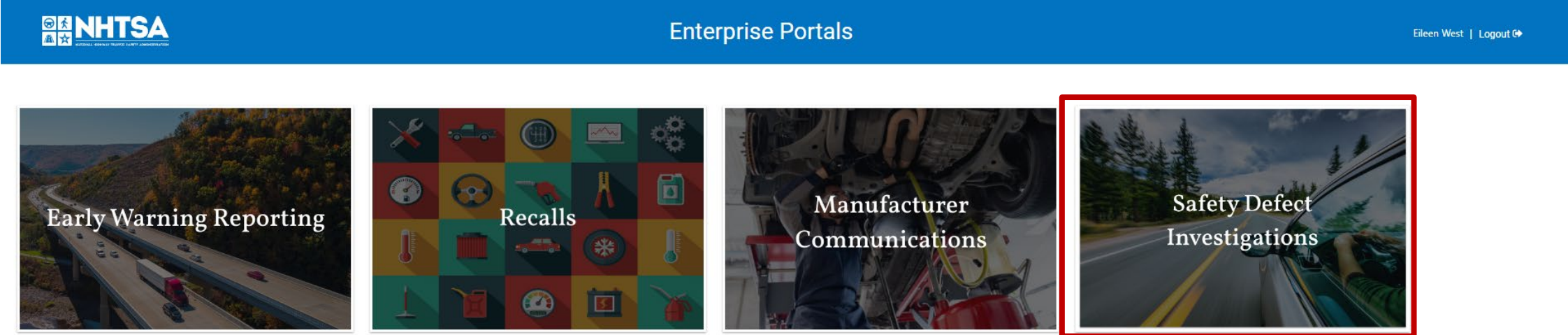
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1200 New Jersey Avenue, SE, West Building Washington DC 20590 USA
This application works best in recent versions of Edge, Firefox, Chrome and Safari

Manufacturer Review of Opening Resume in SDI (2 of 5)

- Once on the **NHTSA Enterprise Portals** landing page, select the **Safety Defect Investigations (SDI)** tile to enter the **SDI** portal and access their **Investigation Dashboard**.



NHTSA Enterprise Portals Eileen West | Logout

Early Warning Reporting	Recalls	Manufacturer Communications	Safety Defect Investigations
EWR Launched: May 2020	Recalls Coming Soon: December 2024	MCP Launched: May 2024	SDI Launched: August 2024

NOTE: Users will only see the Portal tiles for which they have manufacturers' account access.

Manufacturer Review of Opening Resume in SDI (3 of 5)

- Once in their **Investigation Dashboard**, select the manufacturer you would like to review from the **Manufacturer** drop-down list in the upper right corner of the Investigation Dashboard Header.



NHTSA Safety Defect Investigations John Doe | Logout

Investigation Dashboard (2 Open)

[Home](#) > Investigations MC Acme, Inc

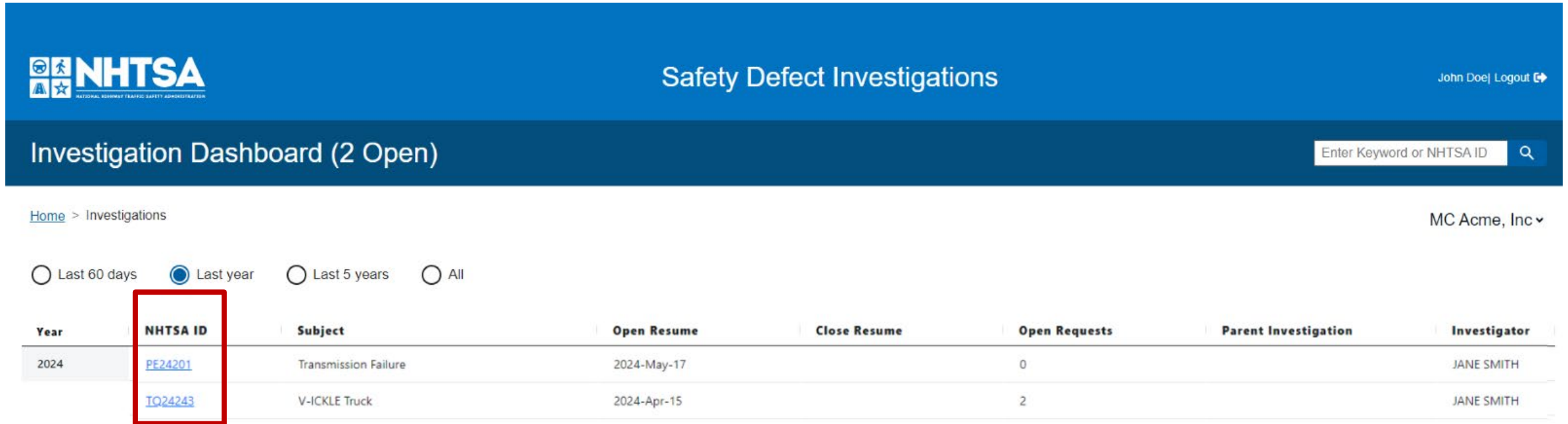
Last 60 days Last year Last 5 years All

Year	NHTSA ID	Subject	Open Resume	Close Resume	Open Requests	Parent Investigation	Investigator
2024	PE24201	Transmission Failure	2024-May-17		0		JANE SMITH
	TQ24243	V-ICKLE Truck	2024-Apr-15		2		JANE SMITH

NOTE: Only manufacturers associated with the user's account will appear in the **Manufacturer** drop-down list.

Manufacturer Review of Opening Resume in SDI (4 of 5)

- After the desired manufacturer has been selected, click on the desired **NHTSA ID** to open the **Investigation Detail** page for the investigation needing review.




The screenshot shows the NHTSA Safety Defect Investigations dashboard. At the top left is the NHTSA logo. The main header is "Safety Defect Investigations" with a user profile "John Doe | Logout" on the right. Below the header is a search bar labeled "Investigation Dashboard (2 Open)" with the placeholder text "Enter Keyword or NHTSA ID". A breadcrumb trail shows "Home > Investigations" and a dropdown menu for "MC Acme, Inc". There are radio buttons for filtering by time period: "Last 60 days", "Last year" (selected), "Last 5 years", and "All". Below the filters is a table of investigations:

Year	NHTSA ID	Subject	Open Resume	Close Resume	Open Requests	Parent Investigation	Investigator
2024	PE24201	Transmission Failure	2024-May-17		0		JANE SMITH
	TO24243	V-ICKLE Truck	2024-Apr-15		2		JANE SMITH

NOTE: For launch, manufacturers will see a minimum of the Opening Resumes, IRs, IR Response folder structure, and the IR Response Extension Request Data for investigations that are currently Open. Over time NHTSA will attempt to migrate additional information to the SDI Portal for the manufacturer's viewing.

Manufacturer Review of Opening Resume in SDI (5 of 5)

- To view the Opening Resume and/or Supplemental Data VOQs file(s), as available, click on the desired **Investigation Documents** hyperlink to open the file or the **Download** arrow to download the document.


John Doe | Logout ↗

Investigation Detail

[Home](#) > [Investigations](#) > PE24201

PE24201

Subject: Transmission Failure

Product: 2005 V-ICKLE Trucks

Description: There have been reported transmission failurers for the 2005 V-ICKLE Trucks.

[Investigator: Jane Smith](#)

[Division Chief: Sally May](#)

Investigation Documents: [INOA-PE24201-14340.pdf](#) ↓ | [INOV-PE24201-14341.pdf](#) ↓

IR Extension Memos:

Information Requests:


NHTSA IR ID	Request	Request Type	Number of Questions	Received	Response Due ↓	Status

NOTE: Once approved by ODI, manufacturers will also receive a copy of the Investigation Closing Resume, and if applicable, the Closing Resume Supplemental Data VOQs documents.

Information Request (IR) Sent to Manufacturer (1 of 2)

Once the IR is approved by the Division Chief (by the Office Director for DPs and EAs), the system will automatically do the following **within the SDI Portal**:

- (1) For a subject manufacturer or an affected manufacturer IR, create an **Information Requests** record and add the appropriate IR and IR Response folders to the Investigation record.
- (2) For a peer, component, or supplier IR, create a new SDI investigation record with the Opening Resume, Supplemental Data VOQs (if available), appropriate IR and IR Response folders in the manufacturer’s account.


John Doe | Logout ↗

Safety Defect Investigations

Investigation Detail

[Home](#) > [Investigations](#) > PE24201

PE24201

Subject: Transmission Failure

Products: 2005 V-ICKLE Trucks

Description: There have been reported transmission failurers for the 2005 V-ICKLE Trucks.

[Investigator: Jane Smith](#)
[Division Chief: Sally May](#)

Investigation Documents: [INOA-PE24201-14340.pdf](#) | [INOV-PE24201-14341.pdf](#)

IR Extension Memos:

Information Requests:	NHTSA IR ID	Request	Request Type	Number of Questions	Received	Response Due ↓	Status
	PE24201-01	INIM-PE24201-14348.pdf	Manufacturer	8	2024-May-...	2024-Jun-14	Not Started

IR Sent to Manufacturer (2 of 2)

3. Send the **SDI manufacturer primary and secondary users** an email with a hyperlink to let them know they have something new to review in the SDI Portal.
 - Email will contain Investigation Id number
 - Email will contain a <https://portal.nhtsa.gov> hyperlink, which the manufacturer can click on to access the **NHTSA Enterprise Portals** login screen.

Subject: New Communication in Safety Defect Investigations Portal for < Investigation Id >

From: NHTSA-ODI-Communication@service.govdelivery.com

Sent: <Date Timestamp >

To: <Mfr Investigation Contact >

Investigation Id: <Investigation Id >

There is a new communication for Investigation <Investigation Id > in your NHTSA ODI Safety Defect Investigations (SDI) portal account for your review. To log into your SDI portal account, use the following link <https://portal.nhtsa.gov>

If you have any questions or concerns, please feel free to reach out to <Investigator name > for any technical questions and me for all others. Also, after you have reviewed the communication, if you would like to have a meeting to clarify any of the information or requests, please let me know.

Thank you for your support and cooperation.

Regards,

<Division Chief Name >

Division Chief - <Division >

<Division Chief Email >

Department of Transportation

National Highway Traffic Safety Administration

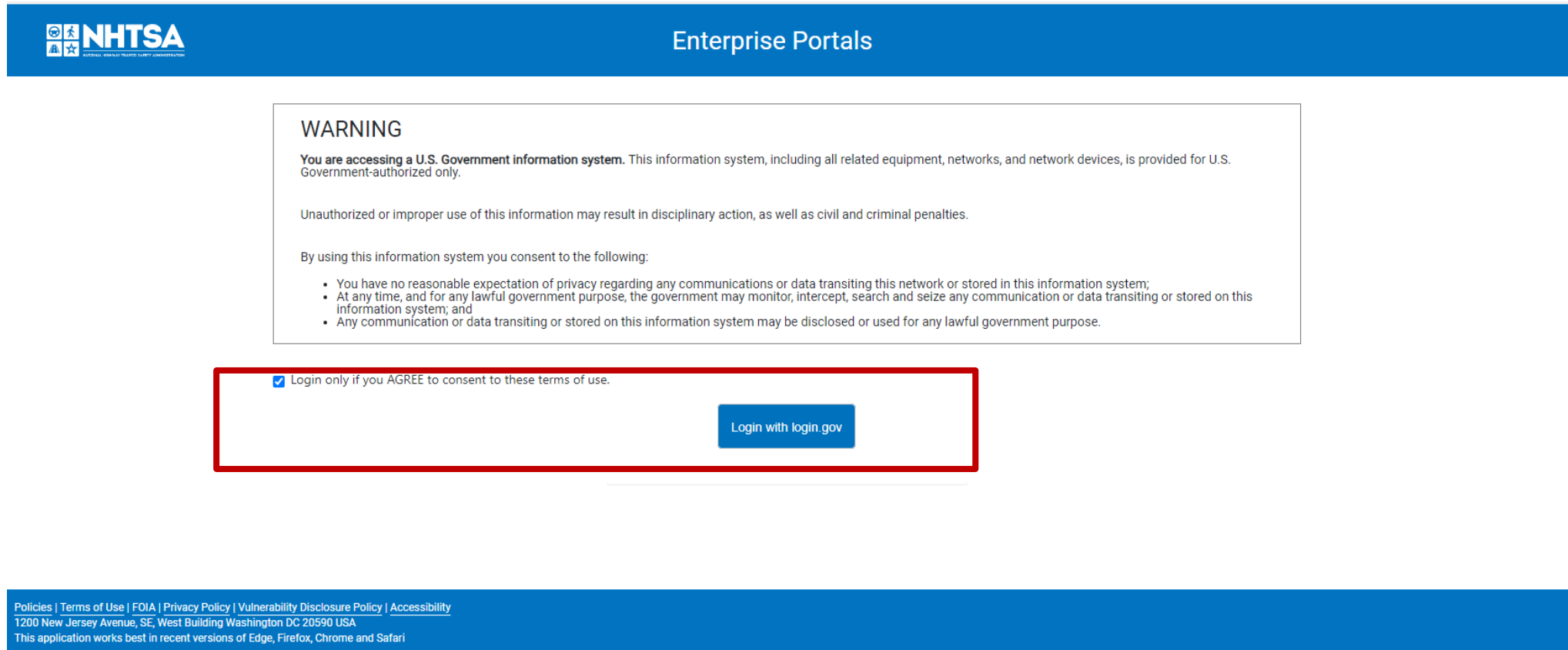
1200 New Jersey Avenue SE., Washington, DC 20590


Email: <Division Chief email >

Office: <Division Chief Phone Number >

Manufacturer Review of Information Request (IR) (1 of 5)

1. To access the new investigation record and corresponding investigation documents, login to the **NHTSA Enterprise Portals**.
 - a. Read the Login **WARNING**.
 - b. Check the **Login only if you AGREE to consent to these terms of use** box.
 - c. Click **Login with login.gov** button.



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- Any communication or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

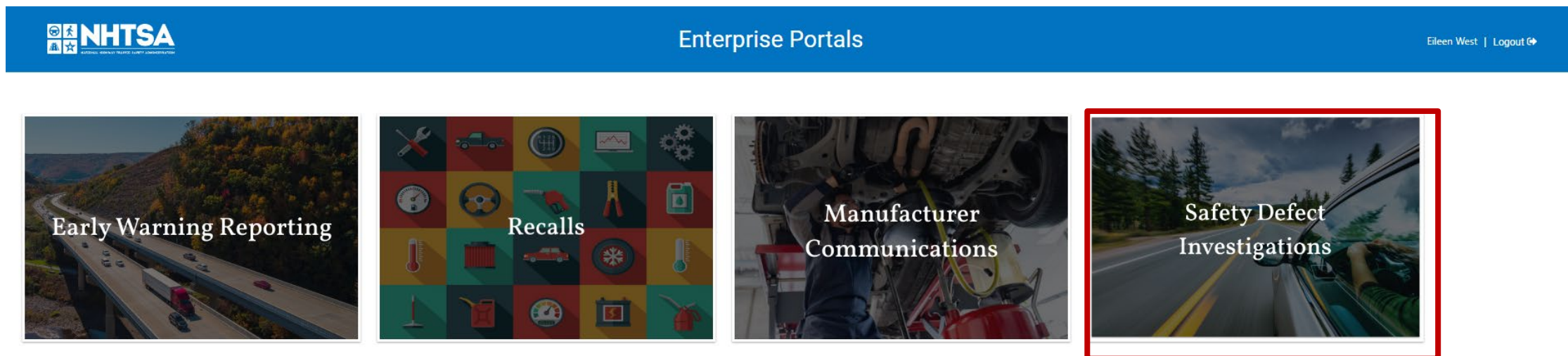
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This application works best in recent versions of Edge, Firefox, Chrome and Safari

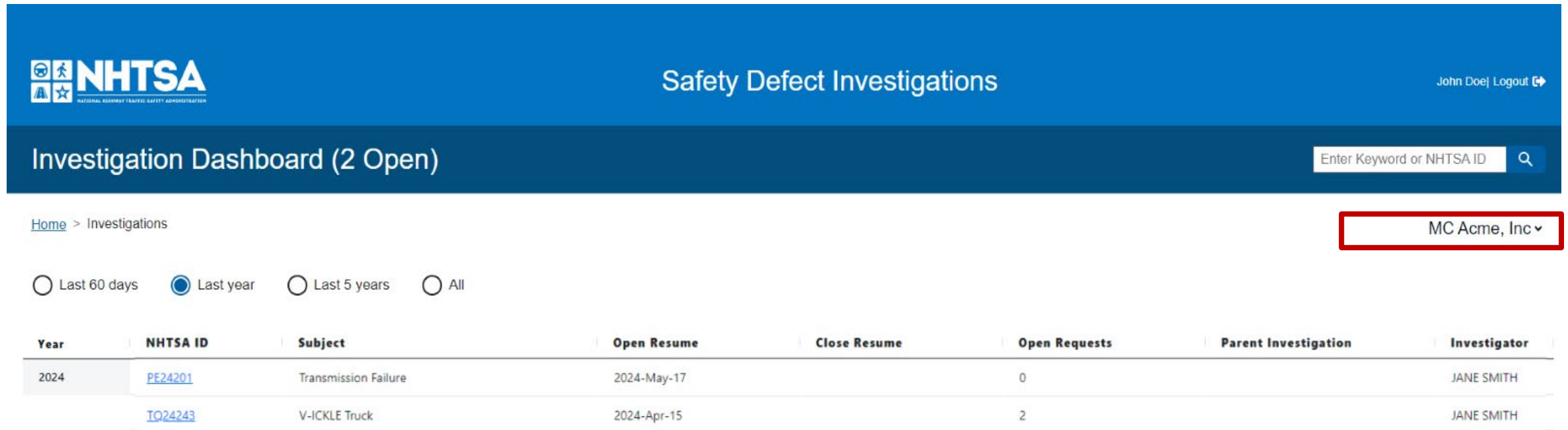
Manufacturer Review of IR (2 of 5)

2. Once on the **NHTSA Enterprise Portals** landing page, select the **Safety Defect Investigations (SDI)** tile to enter the **SDI** portal and access their **Investigation Dashboard**.



Manufacturer Review of IR (3 of 5)

- Once in their **Investigation Dashboard**, select the manufacturer you would like to review from the **Manufacturer** drop-down list in the upper right corner of the Investigation Header.



Investigation Dashboard (2 Open)

Enter Keyword or NHTSA ID

Home > Investigations

MC Acme, Inc

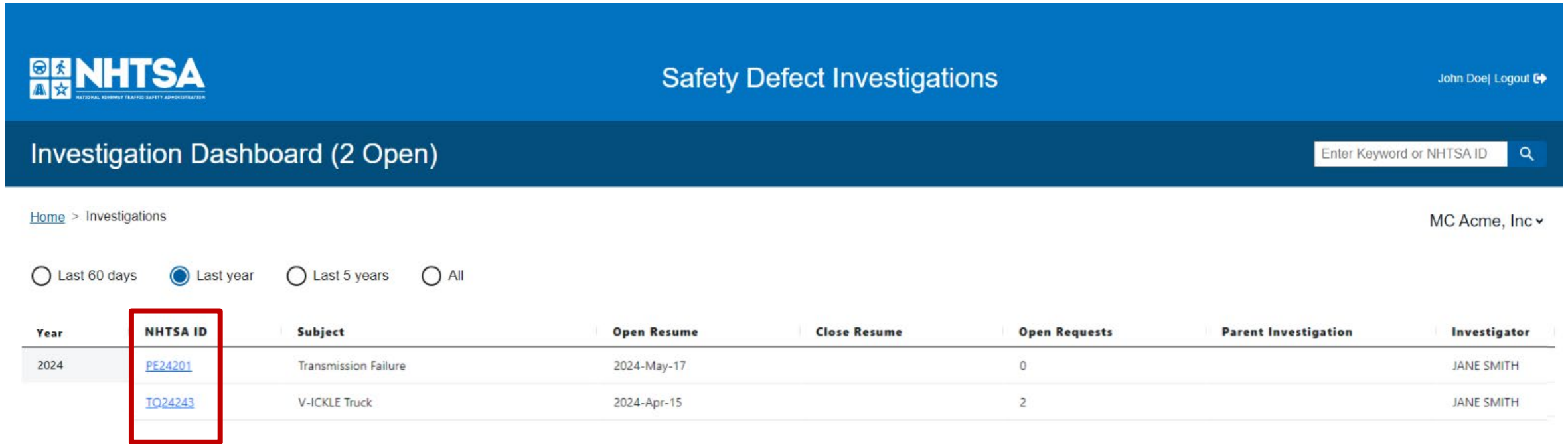
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NOTE: Only manufacturers associated with the user's account will appear in the manufacturer drop-down list.

Manufacturer Review of IR (4 of 5)

- After the desired manufacturer has been selected, click on the desired **NHTSA ID** to open the **Investigation Detail** page for the investigation IR needing review.




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2024	PE24201	Transmission Failure	2024-May-17		0		JANE SMITH
	TO24243	V-ICKLE Truck	2024-Apr-15		2		JANE SMITH

REMINDER: For launch, manufacturers will see a minimum of the Opening Resumes, IRs, IR Response folder structure, and the IR Response Extension Request Data for investigations that are currently Open. Over time NHTSA will attempt to migrate additional information to the SDI Portal for the manufacturer's viewing.

Manufacturer Review of IR (5 of 5)

- To view the IR, click on the appropriate **Information Requests - Request** hyperlink to open the IR file or the corresponding **Request Download** arrow to download the IR document.


Safety Defect Investigations John Doe | Logout

Investigation Detail

[Home](#) > [Investigations](#) > PE24201

PE24201

Subject: Transmission Failure

Products: 2005 V-ICKLE Trucks

Description: There have been reported transmission failurers for the 2005 V-ICKLE Trucks.

Investigation Documents: [INOA-PE24201-14340.pdf](#) | [INOV-PE24201-14341.pdf](#)

IR Extension Memos:

[Investigator: Jane Smith](#)
[Division Chief: Sally May](#)

Information Requests:	NHTSA IR ID	Request	Request Type	Number of Questions	Received	Response Due ↓	Status
	PE24201-01	INIM-PE24201-14348.pdf	Manufacturer	8	2024-May-...	2024-Jun-14	Not Started

NOTE: When the IR is initially received by the manufacturer, the IR **Status** will show “Not Started”; however, once the **Request** hyperlink is clicked, the IR **Status** will change to “Viewed”.



NHTSA

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

Opening Resume and Information Request Review Q & A (via Zoom Q&A)

Office of Defects Investigation
August 1, 2024: 1:00 PM to 3:30 PM EDT
August 6, 2024: 9:00 AM to 11:30 AM EDT



NHTSA

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

Manufacturer IR Response Extension Requests


Office of Defects Investigation

August 1, 2024: 1:00 PM to 3:30 PM EDT

August 6, 2024: 9:00 AM to 11:30 AM EDT

IR Response Extension Request (1 of 5)

1. If after reviewing the IR, you want to request an IR Response (due date) extension from ODI for any of the requests (questions) in the IR, click on the appropriate **Investigation Detail – Information Requests - NHTSA IR ID** hyperlink to open the **“Manufacturer”/ IR Response** page.


John Doe | Logout

Safety Defect Investigations

Investigation Detail

[Home](#) > [Investigations](#) > PE24201

PE24201 [Investigator: Jane Smith](#)
[Division Chief: Sally May](#)

Subject: Transmission Failure

Products: 2005 V-ICKLE Trucks

Description: There have been reported transmission failurers for the 2005 V-ICKLE Trucks.

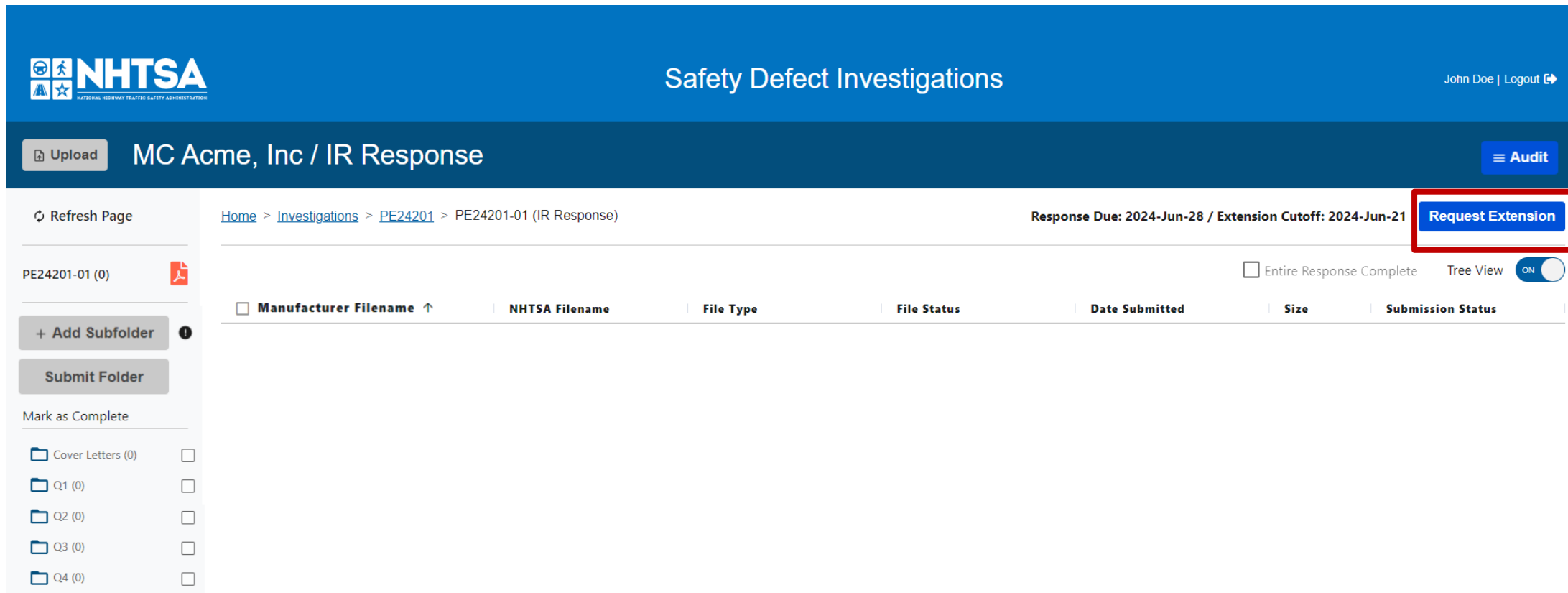
Investigation Documents: [INOA-PE24201-14340.pdf](#) | [INOV-PE24201-14341.pdf](#)

IR Extension Memos: [PE24201-01](#)

Information Requests:	NHTSA IR ID	Request	Request Type	Number of Questions	Received	Response Due ↓	Status
	PE24201-01	INIM-PE24201-14348.pdf	Manufacturer	8	2024-May-...	2024-Jun-14	Viewed

IR Response Extension Request (2 of 5)

2. In the “**Manufacturer**”/ **IR Response** page, click **Request Extension** button in the upper right corner of the page to open the **Request Extension** box.



The screenshot displays the NHTSA Safety Defect Investigations interface. The top navigation bar includes the NHTSA logo, the title "Safety Defect Investigations", and the user name "John Doe | Logout". Below this, the breadcrumb path is "MC Acme, Inc / IR Response". A sidebar on the left contains options like "Upload", "Refresh Page", and "Add Subfolder". The main content area shows a table with columns for "Manufacturer Filename", "NHTSA Filename", "File Type", "File Status", "Date Submitted", "Size", and "Submission Status". A "Request Extension" button is highlighted in a red box in the upper right corner of the main content area. The breadcrumb path is "Home > Investigations > PE24201 > PE24201-01 (IR Response)". The response due date is "2024-Jun-28" and the extension cutoff is "2024-Jun-21".

NOTE: Once in the “**Manufacturer**”/ **IR Response** page, the manufacturer will also see IR Response folders consisting of a Cover Letter folder and a folder for each question specified in the IR.

IR Response Extension Request (3 of 5)

3. Once the **Request Extension** box appears, the user can request an IR response due date extension by IR question number. To request an extension for a particular question:
- Select the question from the **Select a question number** drop-down box.
 - Enter the **Extension Date Requested** for the question.
 - Enter a **Justification** for the extension request.
 - If needed, click the **+** to the left of **Add New Question Number** to request an extension for another question.
 - Once all questions requiring extensions have been completed, click **Submit Request** button to submit the extension request to the ODI Division Chief.

Request Extension (1st) Note: Submitting an IR Extension Request can not be undone. x

PE24201-01 Original Due Date: 2024-Jul-31 / Extension Cutoff: 2024-Jul-24

Note: Manufacturers are allowed up to 4 requests. Each request may contain multiple questions by using the Add New Question Number function below.

+ Add New Question Number

*Select a question number

*Extension Date Requested

*Justification ⓘ


0 / 512

NOTE: The number of the request is shown in parentheses to the right of the **Request Extension** title. Users are allowed up to 4 extension requests containing multiple questions per investigation.

NOTE: Once an extension request has been submitted, it can not be undone and the Division Chief will get a **Notification** that an IR Response extension request has been submitted for their review.

IR Response Extension Request (4 of 5)

- To view the **Manufacturer/ Extension Requests** page, go to the **Investigation Detail** page and in the **IR Extension Memos** section, click on the **NHTSA IR ID** hyperlink.


John Doe | Logout ↗

Safety Defect Investigations

Investigation Detail

[Home](#) > [Investigations](#) > PE24201

PE24201

Subject: Transmission Failure

Products: 2005 V-ICKLE Trucks

Description: There have been reported transmission failurers for the 2005 V-ICKLE Trucks.

[Investigator: Jane Smith](#)
[Division Chief: Sally May](#)

Investigation Documents: [INOA-PE24201-14340.pdf](#) | [INOV-PE24201-14341.pdf](#)

IR Extension Memos: PE24201-01

Information Requests:	NHTSA IR ID	Request	Request Type	Number of Questions	Received	Response Due ↓	Status
	PE24201-01	INIM-PE24201-14348.pdf	Manufacturer	8	2024-May-...	2024-Jun-14	Viewed

IR Response Extension Request (5 of 5)

NOTE: The **Manufacturer/ Extension Requests** page provides a table of the extension requests sent to ODI and ODI's reply to these requests.

[Home](#) > [Investigations](#) > [PE24201](#) > [PE-24201-01 \(IR Response\)](#) > [PE24201-01 \(Extension Requests\)](#)

Response Due: 2024-Jun-14 / Extension Cutoff: 2024-Jun-07

Choose one or more question numbers and the extension date requested.
Only 4 Extension Requests are permitted.

[New Extension Request](#)

1

2

3

4

5

6

7

8

IR Extension Requests:	Request Number	Submitted	Original Due Date	Ext. Date Requested	Question #	Justification	Ext. Date Granted	Approval Status
	3	2020-May-13	2024-Apr-03	2020-May-13	1	testing new justification	2020-May-13	Approve
	2	2020-May-13	2024-Apr-03	2020-May-13	1	testing new justification	2020-May-13	Approve
	1	2020-May-13	2024-Apr-03	2020-May-13	1	testing	2020-May-13	Approve

#	Field Name	Description
1	Request Number	The Request Number field displays the number of the request out of four available requests.
2	Submitted	The Submitted field displays the date the extension request was submitted.
3	Original Due Date	The Original Due Date field displays the original due date of the IR Response.
4	Ext. Date Requested	The Ext. Date Request field displays the extension date that was requested.
5	Question #	The Question # field displays the question number for which the extension is being requested.
6	Justification	The Justification field displays the justification the submitter entered for the extension.
7	Ext. Date Granted	The Ext. Date Granted field displays the extension date that was granted. If the Approval Status is Denied , this will display the Original Due Date of the IR. If the Approval Status is Approved , this will display the Ext. Date Requested . If the Approval Status is Approved with Modifications , this will display the date entered by the Division Chief as the acceptable extension date.
8	Approval Status	The Approval Status field displays the approval status.

Division Chief's Reply to IR Extension Request (1 of 2)

1. Once the ODI Division Chief receives a notification that an IR Extension Request has been submitted, they will locate the appropriate Investigation **IR Extension Requests** page in ODI's internal system to review and reply to the request.
2. Once the **IR Extension Request** has been reviewed, the Division Chief will enter one of the following three replies for each question in the ***Approval Status*** field:
 - a. **"Approve"** to grant an extension date equal to the ***Extension Date Requested***.
 - b. **"Approve with Modifications"** to grant an extension date equal to another date selected by the Division Chief.
 - c. **"Deny"** to deny the extension requested and return the due date for that question back to the ***Original Due Date***.

Division Chief's Reply to IR Extension Request (2 of 2)

- Once the Chief has completed their reply to the IR Extension Request, they will generate a memo documenting the manufacturer's request and ODI's reply.



1200 New Jersey Avenue SE
Washington, DC 20590

Memo Granting IR Response Extension Request for PE23020-01

March 12, 2024

This memo documents a Mar 04, 2024, request from MC Acme, Inc, for a partial extension of time to respond to the Office of Defects Investigation (ODI) Information Request Letter PE23020-01 for PE23020 dated Mar 04, 2024. The original due date for MC Acme, Inc response to Information Request Letter PE23020-01 was Mar 11, 2024.

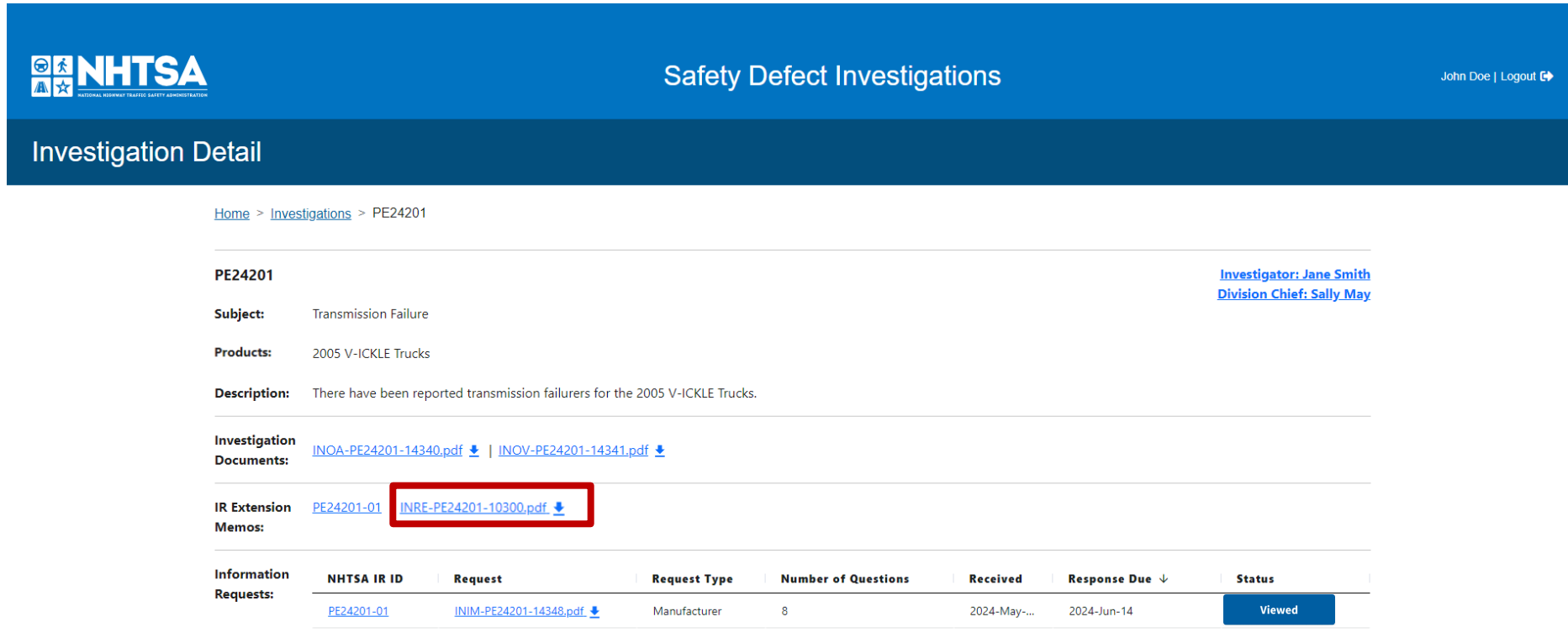
On Mar 12, 2024, ODI granted MC Acme, Inc's proposed partial extension for responding to Information Request Letter PE23020-01. MC Acme, Inc will submit its responses as outlined in the table below. For any IR Question response not included in the table below, MC Acme, Inc. will submit its response by the Mar 11, 2024 as specified in Information Request Letter PE23020-01.

Date Mfr Request Submitted to ODI	IR Question #	Extension Date Requested	Extension Date Granted	Justification
Mar 04, 2024	Q10	Mar 25, 2024	Mar 25, 2024	
Mar 04, 2024	Q11	Mar 25, 2024	Mar 25, 2024	
Mar 04, 2024	Q12	Mar 25, 2024	Mar 25, 2024	
Mar 04, 2024	Q13	Mar 25, 2024	Mar 25, 2024	

IR Extension Request Reply Sent to Manufacturer (1 of 2)

Once the Division Chief’s reply memo has been generated, the system will automatically do the following **within the SDI portal**:

1. Place a .pdf copy of the **Memo Granting IR Response Extension Request** in the **Investigations Detail - IR Extension Memo** section.



NHTSA Safety Defect Investigations John Doe | Logout

Investigation Detail

[Home](#) > [Investigations](#) > PE24201

PE24201 [Investigator: Jane Smith](#)
[Division Chief: Sally May](#)

Subject: Transmission Failure

Products: 2005 V-ICKLE Trucks

Description: There have been reported transmission failurers for the 2005 V-ICKLE Trucks.

Investigation Documents: [INOA-PE24201-14340.pdf](#) | [INOV-PE24201-14341.pdf](#)

IR Extension Memos: [PE24201-01](#) [INRE-PE24201-10300.pdf](#)

Information Requests:	NHTSA IR ID	Request	Request Type	Number of Questions	Received	Response Due ↓	Status
	PE24201-01	INIM-PE24201-14348.pdf	Manufacturer	8	2024-May-...	2024-Jun-14	Viewed

IR Extension Request Reply Sent to Manufacturer (2 of 2)

2. Send the **SDI manufacturer primary and secondary users** an email with a hyperlink to let them know they have something new to review in the SDI Portal.
 - Email will contain Investigation Id number
 - Email will contain a <https://portal.nhtsa.gov> hyperlink, which the manufacturer can click on to access the **NHTSA Enterprise Portals** login screen.

Subject: New Communication in Safety Defect Investigations Portal for < Investigation Id >

From: NHTSA-ODI-Communication@service.govdelivery.com

Sent: <Date Timestamp >

To: <Mfr Investigation Contact >

Investigation Id: <Investigation Id >

There is a new communication for **Investigation <Investigation Id >** in your NHTSA ODI Safety Defect Investigations (SDI) portal account **for your review**. To log into your SDI portal account, use the following link <https://portal.nhtsa.gov>

If you have any questions or concerns, please feel free to reach out to <Investigator name > for any technical questions and me for all others. Also, after you have reviewed the **communication**, if you would like to have a meeting to clarify any of the **information or** requests, please let me know.

Thank you for your support and cooperation.

Regards,

<Division Chief Name >

Division Chief - <Division >

<Division Chief Email >

Department of Transportation

National Highway Traffic Safety Administration

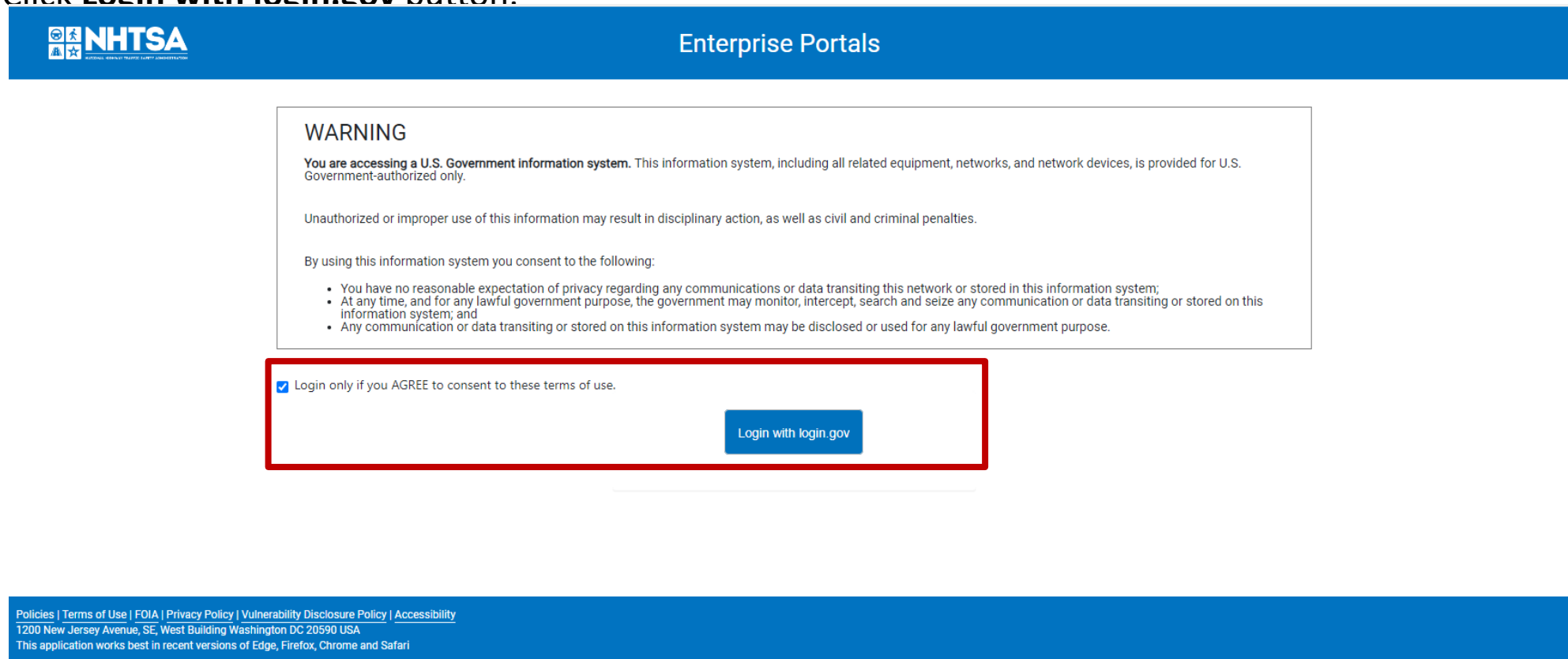
1200 New Jersey Avenue SE., Washington, DC 20590


Email: <Division Chief email >

Office: <Division Chief Phone Number >

Manufacturer Review of IR Extension Request Reply (1 of 7)

1. To access the Division Chief's IR Extension Request Reply and the corresponding **Memo Granting IR Response Extension Request**, login to the **NHTSA Enterprise Portals**.
 - a. Read the Login **WARNING**.
 - b. Check the **Login only if you AGREE to consent to these terms of use** box.
 - c. Click **Login with login.gov** button.



 **NHTSA** Enterprise Portals

WARNING

You are accessing a U.S. Government information system. This information system, including all related equipment, networks, and network devices, is provided for U.S. Government-authorized only.

Unauthorized or improper use of this information may result in disciplinary action, as well as civil and criminal penalties.

By using this information system you consent to the following:

- You have no reasonable expectation of privacy regarding any communications or data transiting this network or stored in this information system;
- At any time, and for any lawful government purpose, the government may monitor, intercept, search and seize any communication or data transiting or stored on this information system; and
- Any communication or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

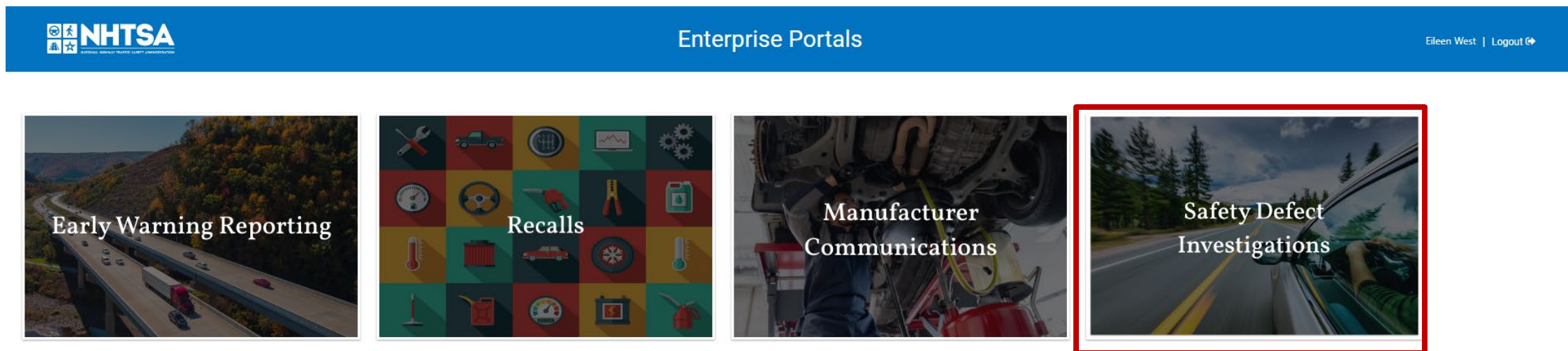
Login only if you AGREE to consent to these terms of use.

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[Policies](#) | [Terms of Use](#) | [FOIA](#) | [Privacy Policy](#) | [Vulnerability Disclosure Policy](#) | [Accessibility](#)
1200 New Jersey Avenue, SE, West Building Washington DC 20590 USA
This application works best in recent versions of Edge, Firefox, Chrome and Safari

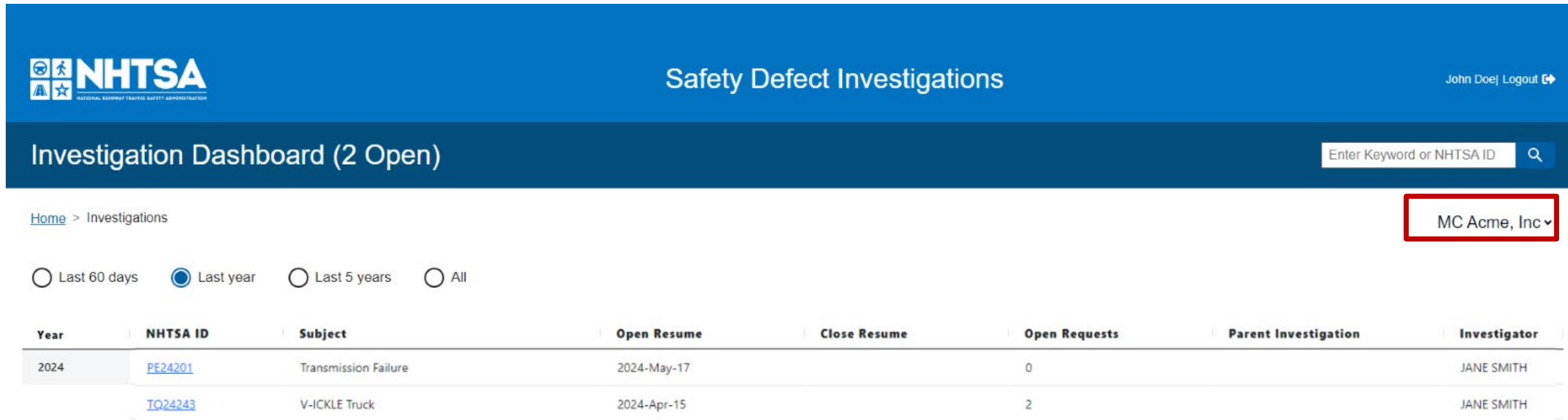
Manufacturer Review of IR Extension Request Reply (2 of 7)

2. Once on the **NHTSA Enterprise Portals** landing page, select the **Safety Defect Investigations (SDI)** tile to enter the **SDI** portal and access their **Investigation Dashboard**.



Manufacturer Review of IR Extension Request Reply (3 of 7)

- Once in their **Investigation Dashboard**, select the desired manufacturer from the **Manufacturer** drop-down list in the upper right corner of the Investigation Header.



NHTSA Safety Defect Investigations John Doe | Logout

Investigation Dashboard (2 Open) Enter Keyword or NHTSA ID

Home > Investigations MC Acme, Inc

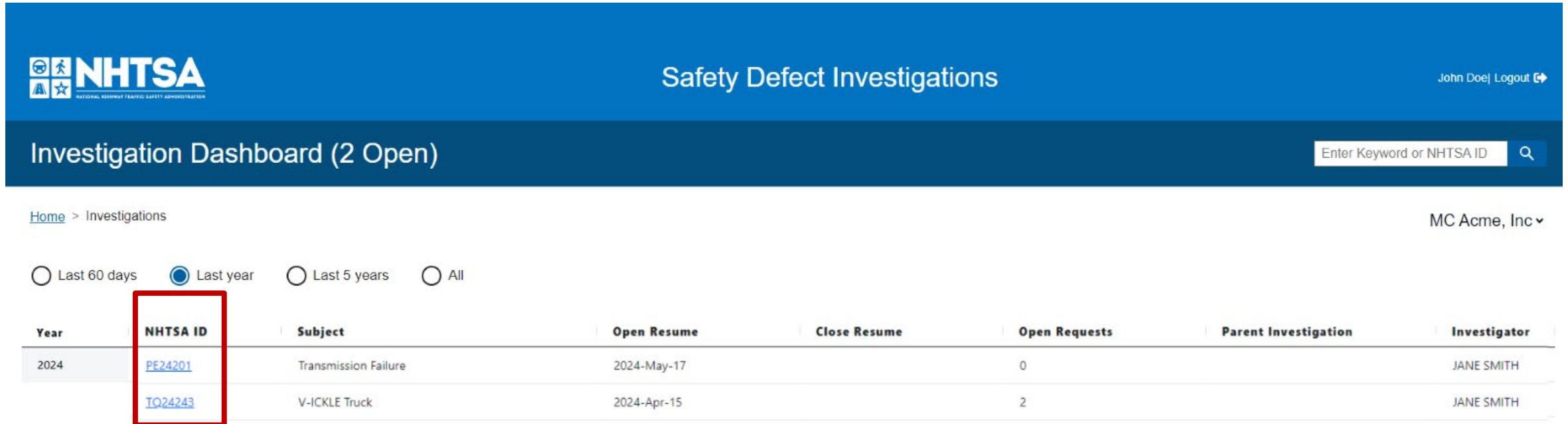
Last 60 days Last year Last 5 years All

Year	NHTSA ID	Subject	Open Resume	Close Resume	Open Requests	Parent Investigation	Investigator
2024	PE24201	Transmission Failure	2024-May-17		0		JANE SMITH
	TQ24243	V-ICKLE Truck	2024-Apr-15		2		JANE SMITH

NOTE: Only manufacturers associated with the user's account will appear in the manufacturer drop-down list.

Manufacturer Review of IR Extension Request Reply (4 of 7)

- After the desired manufacturer has been selected, click on the desired **NHTSA ID** to open the **Investigation Detail** page for the investigation needing review.




The screenshot shows the NHTSA Safety Defect Investigations dashboard. The header includes the NHTSA logo, the title "Safety Defect Investigations", and a user profile "John Doe | Logout". Below the header is a search bar with the text "Enter Keyword or NHTSA ID". The main content area shows "Investigation Dashboard (2 Open)" and a breadcrumb "Home > Investigations". There are radio buttons for filtering by time period: "Last 60 days", "Last year" (selected), "Last 5 years", and "All". A dropdown menu shows "MC Acme, Inc". Below the filters is a table of investigations:

Year	NHTSA ID	Subject	Open Resume	Close Resume	Open Requests	Parent Investigation	Investigator
2024	PE24201	Transmission Failure	2024-May-17		0		JANE SMITH
	TO24243	V-ICKLE Truck	2024-Apr-15		2		JANE SMITH

REMINDER: For launch, manufacturers will see a minimum of the Opening Resumes, IRs, IR Response folder structure, and the IR Response Extension Request Data for investigations that are currently Open. Over time NHTSA will attempt to migrate additional information to the SDI Portal for the manufacturer's viewing.

Manufacturer Review of IR Extension Request Reply (5 of 7)

- To view the **Memo Granting IR Response Extension Request**, click on the desired **IR Extension Memos** hyperlink to open the file or the **Download** arrow to download the document.


Safety Defect Investigations John Doe | Logout ↗

Investigation Detail

[Home](#) > [Investigations](#) > PE24201

PE24201

Subject: Transmission Failure

Products: 2005 V-ICKLE Trucks

Description: There have been reported transmission failurers for the 2005 V-ICKLE Trucks.

[Investigator: Jane Smith](#)

[Division Chief: Sally May](#)


Investigation Documents: [INOA-PE24201-14340.pdf](#) ↓ | [INOV-PE24201-14341.pdf](#) ↓

IR Extension Memos: [PE24201-01](#) [INRE-PE24201-10300.pdf](#) ↓

Information Requests:	NHTSA IR ID	Request	Request Type	Number of Questions	Received	Response Due ↓	Status
	PE24201-01	INIM-PE24201-14348.pdf ↓	Manufacturer	8	2024-May-...	2024-Jun-14	Viewed

Manufacturer Review of IR Extension Request Reply (6 of 7)

REMINDER: To view the **Extension Requests** page now containing the Division Chief's reply, click on the **NHTSA IR ID** hyperlink in the **IR Extension Memos** section of the **Investigation Detail** page.


Safety Defect Investigations
John Doe | Logout ↗

Investigation Detail

[Home](#) > [Investigations](#) > PE24201

PE24201

[Investigator: Jane Smith](#)
[Division Chief: Sally May](#)

Subject: Transmission Failure

Products: 2005 V-ICKLE Trucks

Description: There have been reported transmission failurers for the 2005 V-ICKLE Trucks.

Investigation Documents: [INOA-PE24201-14340.pdf](#) ↓ | [INOV-PE24201-14341.pdf](#) ↓

IR Extension Memos: [PE24201-01](#) | [INRE-PE24201-10300.pdf](#) ↓

Information Requests:

NHTSA IR ID	Request	Request Type	Number of Questions	Received	Response Due ↓	Status
PE24201-01	INIM-PE24201-14348.pdf ↓	Manufacturer	8	2024-May-...	2024-Jun-14	Viewed

Manufacturer Review of IR Extension Request Reply (7 of 7)

NOTE: Extension Requests page will now show the initial manufacturer extension requests and the ODI **Approval Status**.

[Home](#) > [Investigations](#) > [AQ24020](#) > [AQ24020-01 \(IR Response\)](#) > AQ24020-01 (Extension Requests)

Response Due: 2024-Aug-09 (Extended) / Extension Cutoff: 2024-Aug-02

Choose one or more question numbers and the extension date requested.
Only 4 Extension Requests are permitted.

[New Extension Request](#)

IR Extension Requests:

Request Number	Submitted	Original Due Date	Ext. Date Requested	Question #	Justification	Ext. Date Granted	Approval Status
1	2024-Jul-26	2024-Aug-09	2024-Sep-05	5	Translation for records and any follow up...	2024-Sep-05	Approved
			2024-Sep-05	4	Translation for records and any follow up...	2024-Sep-02	Approved with Modifications
			2024-Sep-05	3	Translation for records and any follow up...	2024-Sep-02	Approved with Modifications
			2024-Aug-30	2	Documentation	2024-Aug-09	Denied
			2024-Aug-30	1	Documentation	2024-Aug-30	Approved



NHTSA

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

IR Extension Request and Reply Q & A (via Zoom Q&A)

Office of Defects Investigation

August 1, 2024: 1:00 PM to 3:30 PM EDT

August 6, 2024: 9:00 AM to 11:30 AM EDT



NHTSA

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION












Manufacturer IR Response Submissions

Office of Defects Investigation

August 1, 2024: 1:00 PM to 3:30 PM EDT

August 6, 2024: 9:00 AM to 11:30 AM EDT


IR Response: Acceptable File Types

Icon	File Type	File Extension
	PDF	.pdf
	IMAGE	.jpg, .jpeg, .png, .tif
	AUDIO	.wav, .mp3
	VIDEO	.avi, .mov, .mpeg, .mpg, .mp4, .wmv
	EXCEL	.xls, .xlsx
	WORD	.doc, .docx
	CSV	.csv
	POWER POINT	.ppt, .pptx
	TEXT RTF	.txt, .rtf
	DATA BASE	.accdb
	HTML	.html

NOTE: (1) .Zip files are prohibited. (2) Each file uploaded can not exceed 5 GB in size.

IR Response Submission to ODI (1 of 10)

1. To upload and submit an IR Response, login to the **NHTSA Enterprise Portals**.
 - a. Read the Login **WARNING**.
 - b. Check the **Login only if you AGREE to consent to these terms of use** box.
 - c. Click **Login with login.gov** button.

**NHTSA**
NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

Enterprise Portals

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- At any time, and for any lawful government purpose, the government may monitor, intercept, search and seize any communication or data transiting or stored on this information system; and
- Any communication or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

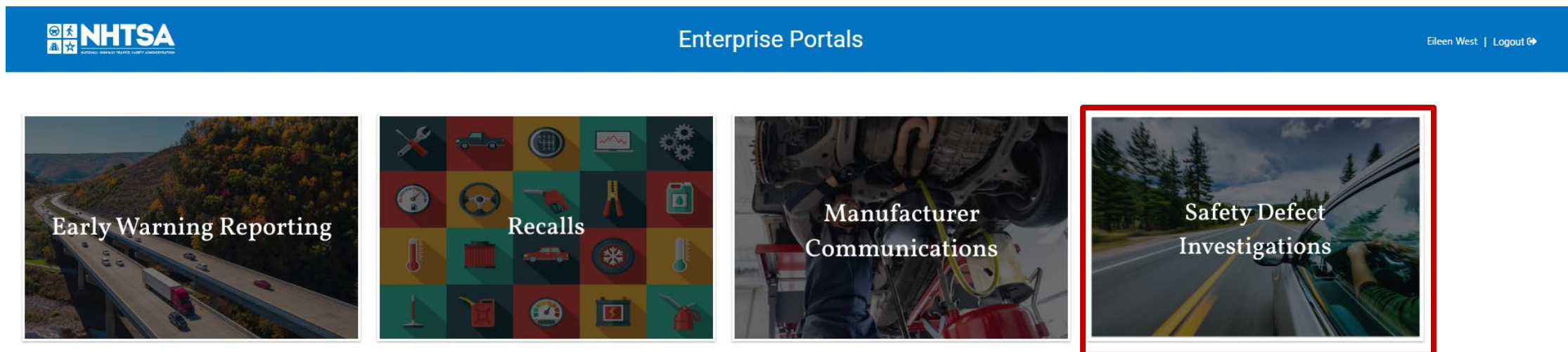
Login only if you AGREE to consent to these terms of use.

[Login with login.gov](#)

[Policies](#) | [Terms of Use](#) | [FOIA](#) | [Privacy Policy](#) | [Vulnerability Disclosure Policy](#) | [Accessibility](#)
1200 New Jersey Avenue, SE, West Building Washington DC 20590 USA
This application works best in recent versions of Edge, Firefox, Chrome and Safari

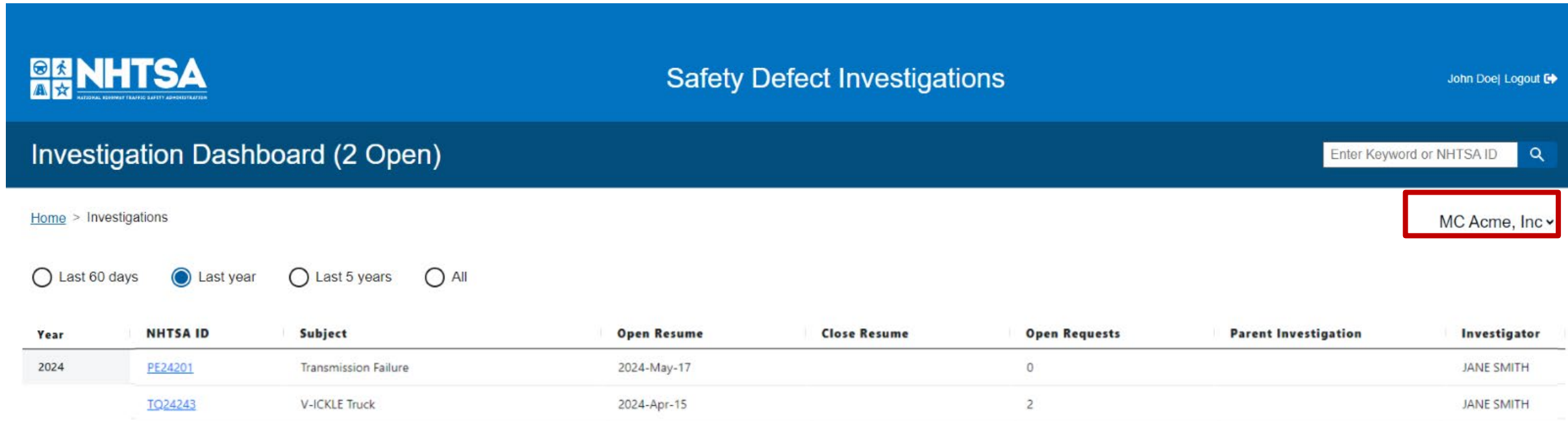
IR Response Submission to ODI (2 of 10)

2. Once on the **NHTSA Enterprise Portals** landing page, select the **Safety Defect Investigations (SDI)** tile to enter the **SDI** portal and access their **Investigation Dashboard**.



IR Response Submission to ODI (3 of 10)

- Once in their **Investigation Dashboard**, select the desired manufacturer from the **Manufacturer** drop-down list in the upper right corner of the Investigation Header.



Home > Investigations

MC Acme, Inc

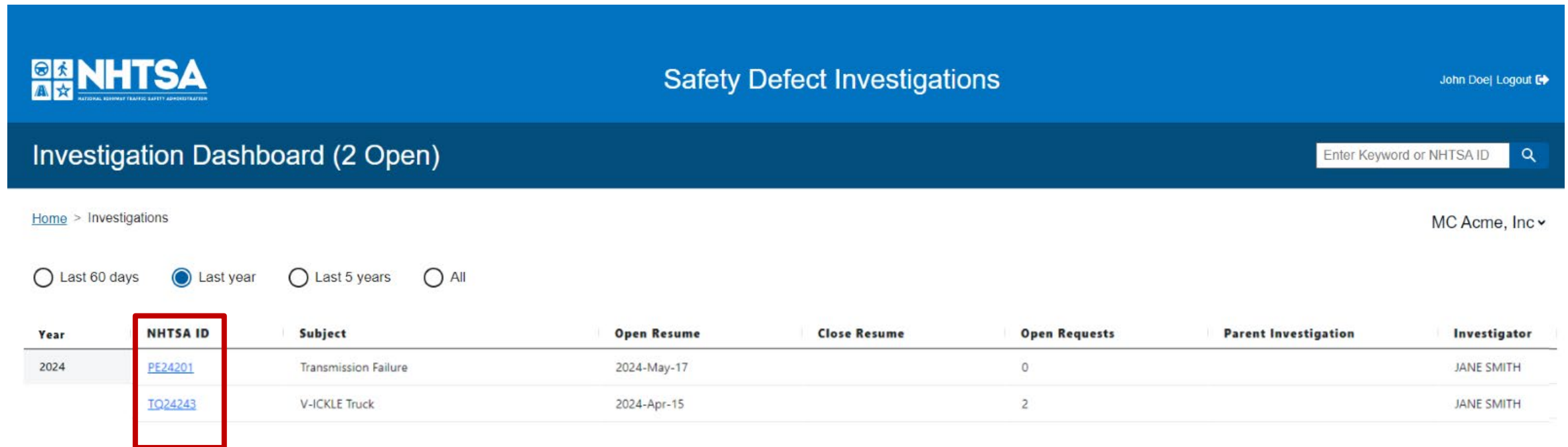
Last 60 days Last year Last 5 years All

Year	NHTSA ID	Subject	Open Resume	Close Resume	Open Requests	Parent Investigation	Investigator
2024	PE24201	Transmission Failure	2024-May-17		0		JANE SMITH
	TO24243	V-ICKLE Truck	2024-Apr-15		2		JANE SMITH

NOTE: Only manufacturers associated with the user's account will appear in the manufacturer drop-down list.

IR Response Submission to ODI (4 of 10)

- After the desired manufacturer has been selected, click on the desired **NHTSA ID** to open the **Investigation Detail** page for the investigation needing review.



Home > Investigations MC Acme, Inc ▾


Last 60 days Last year Last 5 years All

Year	NHTSA ID	Subject	Open Resume	Close Resume	Open Requests	Parent Investigation	Investigator
2024	PE24201	Transmission Failure	2024-May-17		0		JANE SMITH
	TQ24243	V-ICKLE Truck	2024-Apr-15		2		JANE SMITH

REMINDER: For launch, manufacturers will see a minimum of the Opening Resumes, IRs, IR Response folder structure, and the IR Response Extension Request Data for investigations that are currently Open. Over time NHTSA may migrate additional information to the SDI Portal for the manufacturer’s viewing.

IR Response Submission to ODI (5 of 10)

- Once in the **Investigation Detail** page, click on the appropriate **NHTSA IR ID** in the **Information Requests** section to access the corresponding IR Response folders.


Safety Defect Investigations
John Doe | Logout

Investigation Detail

[Home](#) > [Investigations](#) > PE24201

PE24201 [Investigator: Jane Smith](#)
[Division Chief: Sally May](#)

Subject: Transmission Failure

Products: 2005 V-ICKLE Trucks

Description: There have been reported transmission failurers for the 2005 V-ICKLE Trucks.

Investigation Documents: [INOA-PE24201-14340.pdf](#) | [INOV-PE24201-14341.pdf](#)

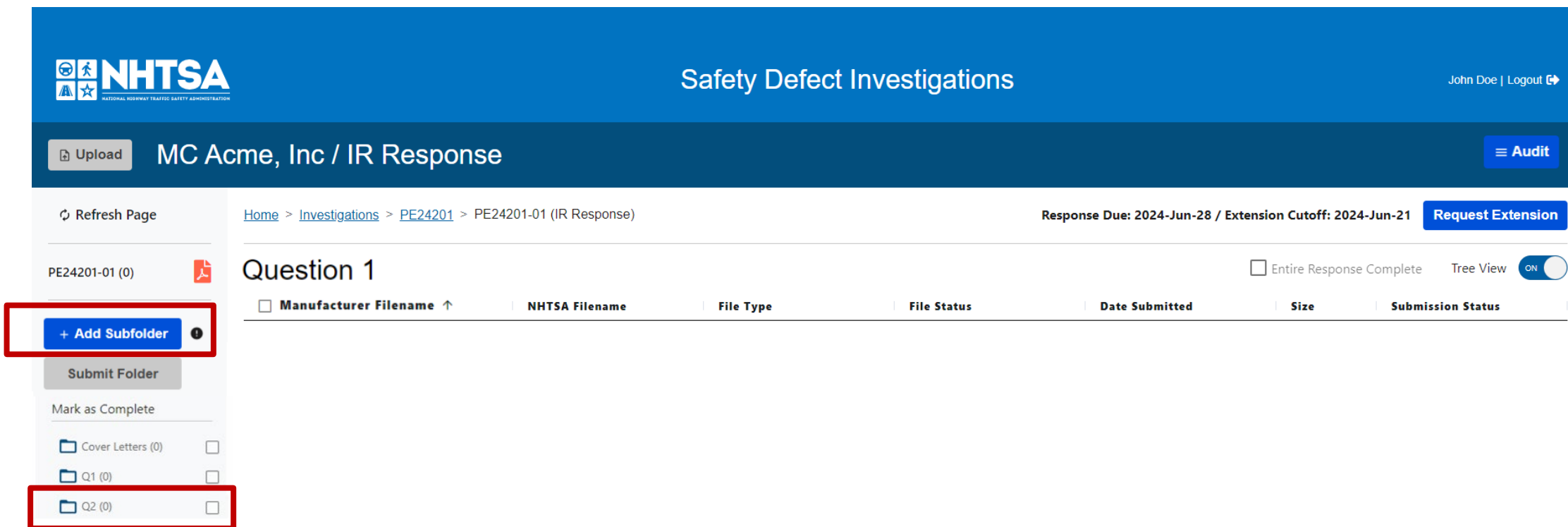
IR Extension Memos: [PE24201-01](#) | [INRE-PE24201-10300.pdf](#)

Information Requests:

NHTSA IR ID	Request	Request Type	Number of Questions	Received	Response Due ↓	Status
PE24201-01	INIM-PE24201-14348.pdf	Manufacturer	8	2024-May-...	2024-Jun-14	Viewed

IR Response Submission to ODI (6 of 10)

6. If you want to create sub-folders within a question folder (maximum of 50 child folders per parent folder), in the **Manufacturer/ IR Response** page:
- Click on the desired folder.
 - Then click **+ Add Subfolder** button.

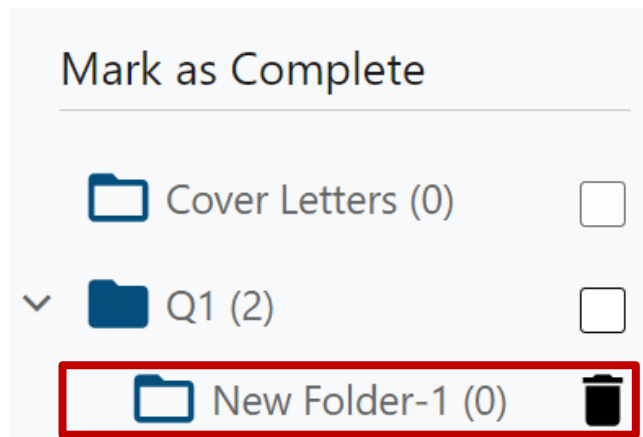


The screenshot shows the NHTSA Safety Defect Investigations interface. The top navigation bar includes the NHTSA logo, the title "Safety Defect Investigations", and the user name "John Doe | Logout". Below this, the breadcrumb path is "MC Acme, Inc / IR Response". The main content area displays "Question 1" and a table with columns: Manufacturer Filename, NHTSA Filename, File Type, File Status, Date Submitted, Size, and Submission Status. A sidebar on the left contains a "+ Add Subfolder" button (highlighted with a red box) and a list of folders: "Cover Letters (0)", "Q1 (0)", and "Q2 (0)" (highlighted with a red box). A "Request Extension" button is visible in the top right corner of the main content area.

NOTE: The **IR Response** sub-folder structure created by the manufacturer in the SDI will be transferred back to the ODI Investigation record when the manufacturer submits the IR Response files to ODI.

IR Response Submission to ODI (7 of 10)

7. To rename the “New Folder - #” sub-folder, double-click on the sub-folder and type in the new name.



NOTE: To delete a sub-folder:

1. Click the child subfolder you need to delete.
2. Click the trash icon next to the child subfolder's name to open the **Confirm Subfolder Delete** modal pop-up box.

Confirm Subfolder Delete

Do you want to delete folder New Folder-1?

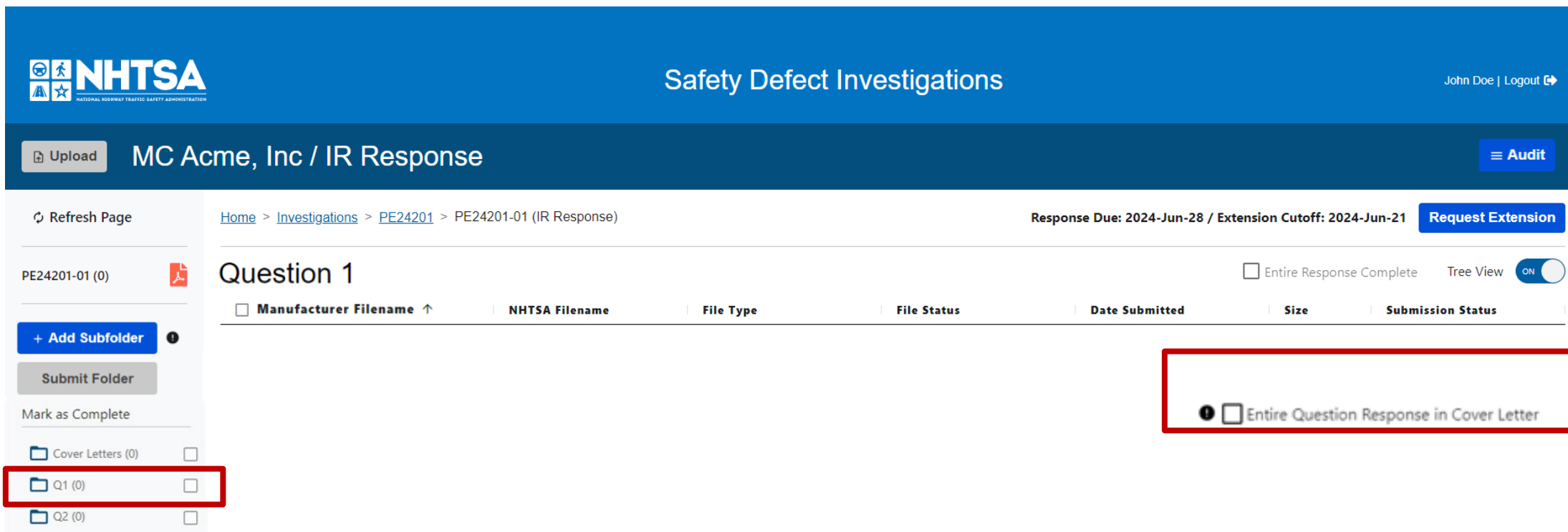
Delete

[Cancel](#)

3. Click the Delete  button.

IR Response Submission to ODI (8 of 10)

8. Once any sub-folders have been created, click on the folder or sub-folder for which you want to upload your IR response.



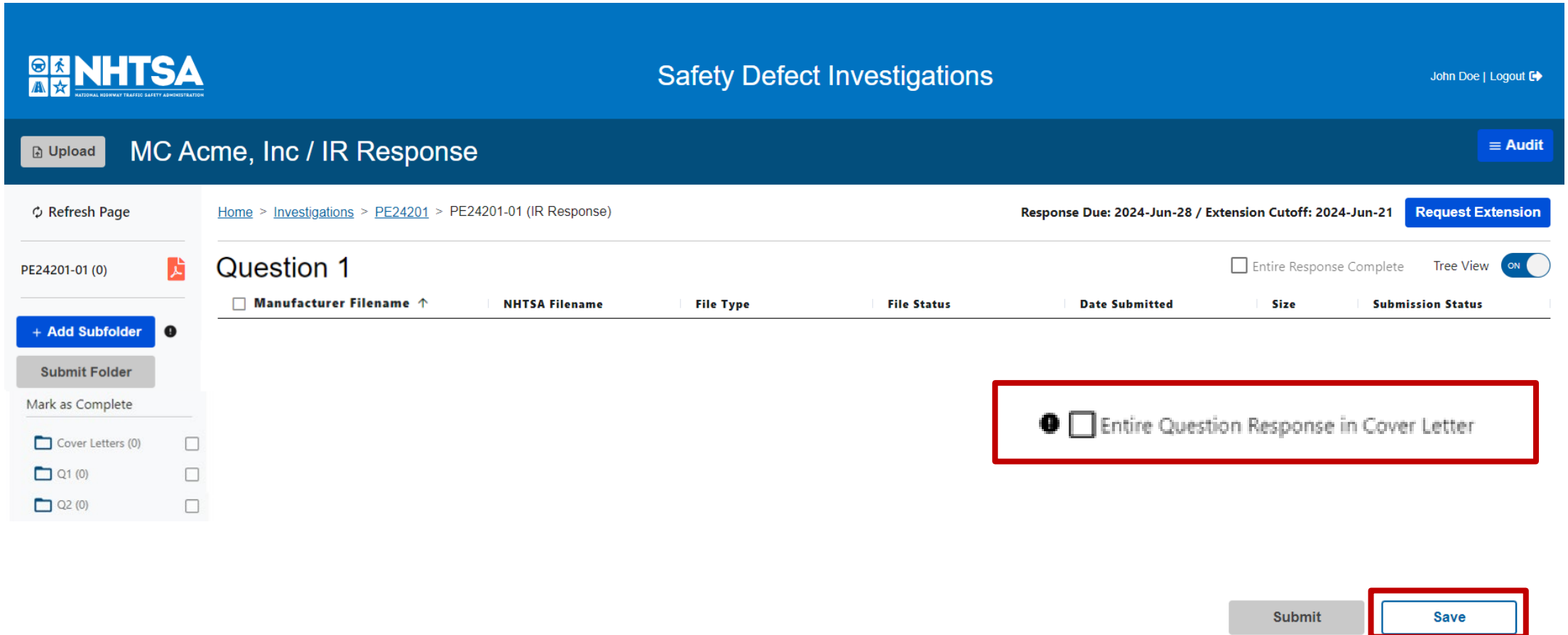
The screenshot shows the NHTSA Safety Defect Investigations web application. The header includes the NHTSA logo, the text "Safety Defect Investigations", and the user name "John Doe | Logout". Below the header, there is a navigation bar with "Upload" and "MC Acme, Inc / IR Response" buttons, and an "Audit" button. The main content area shows a breadcrumb trail: "Home > Investigations > PE24201 > PE24201-01 (IR Response)". On the right, it displays "Response Due: 2024-Jun-28 / Extension Cutoff: 2024-Jun-21" and a "Request Extension" button. The central part of the page is titled "Question 1" and features a table with columns: "Manufacturer Filename", "NHTSA Filename", "File Type", "File Status", "Date Submitted", "Size", and "Submission Status". On the left sidebar, there are buttons for "Refresh Page", "Add Subfolder", "Submit Folder", and "Mark as Complete". Below these are folder options: "Cover Letters (0)", "Q1 (0)", and "Q2 (0)". The "Q1 (0)" folder is highlighted with a red box. On the right side of the main content area, there is a checkbox labeled "Entire Question Response in Cover Letter" with an information icon, which is also highlighted with a red box.

NOTE: The folder to the left of the Cover letter/ Question number will remain clear until at least one file have been uploaded to it. Once at least 1 file has been uploaded to the folder, the folder will turn blue.

NOTE: If you click on an empty folder, the **Entire Question Response in Cover Letter** box will appear on the page.

IR Response Submission to ODI (9 of 10)

9. To indicate that the “**Entire Question Response is in the Cover Letter**”, click the *Entire Question Response in Cover Letter* box and then click .



The screenshot shows the NHTSA Safety Defect Investigations web application. The header includes the NHTSA logo, the text "Safety Defect Investigations", and the user name "John Doe | Logout". The main navigation bar shows "MC Acme, Inc / IR Response" and an "Audit" button. The left sidebar contains a "Refresh Page" button, a folder list for "PE24201-01 (0)" with subfolders "Cover Letters (0)", "Q1 (0)", and "Q2 (0)", and buttons for "Add Subfolder", "Submit Folder", and "Mark as Complete". The main content area displays "Question 1" with a "Request Extension" button and a "Tree View" toggle. A table header lists columns: "Manufacturer Filename", "NHTSA Filename", "File Type", "File Status", "Date Submitted", "Size", and "Submission Status". A red box highlights a checkbox labeled "Entire Question Response in Cover Letter" with an information icon. At the bottom right, there are "Submit" and "Save" buttons, with the "Save" button highlighted by a red box.

NHTSA Safety Defect Investigations John Doe | Logout

Upload MC Acme, Inc / IR Response Audit

Refresh Page Home > Investigations > PE24201 > PE24201-01 (IR Response) Response Due: 2024-Jun-28 / Extension Cutoff: 2024-Jun-21 Request Extension

PE24201-01 (0) Question 1 Entire Response Complete Tree View ON

<input type="checkbox"/> Manufacturer Filename ↑	NHTSA Filename	File Type	File Status	Date Submitted	Size	Submission Status
--	----------------	-----------	-------------	----------------	------	-------------------

Entire Question Response in Cover Letter

Submit Save

IR Response Submission to ODI (10 of 10)

NOTE: Once the **Entire Question Response in Cover Letter** box is checked, the warning message below will appear. Once reviewed, click [Continue](#). If any part of the response for the question is outside of the cover letter, click on the [Go Back](#) hyperlink to upload any IR Response files that need to be uploaded for the question.

✕

Entire Question Response in Cover Letter

You are about to designate that the response for this question is fully addressed within the Cover Letter located in the dedicated Cover Letter folder.

Please be aware of the following:


- If any part of the response for this question is outside of the cover letter, please do not select this option and proceed to upload the respective files.

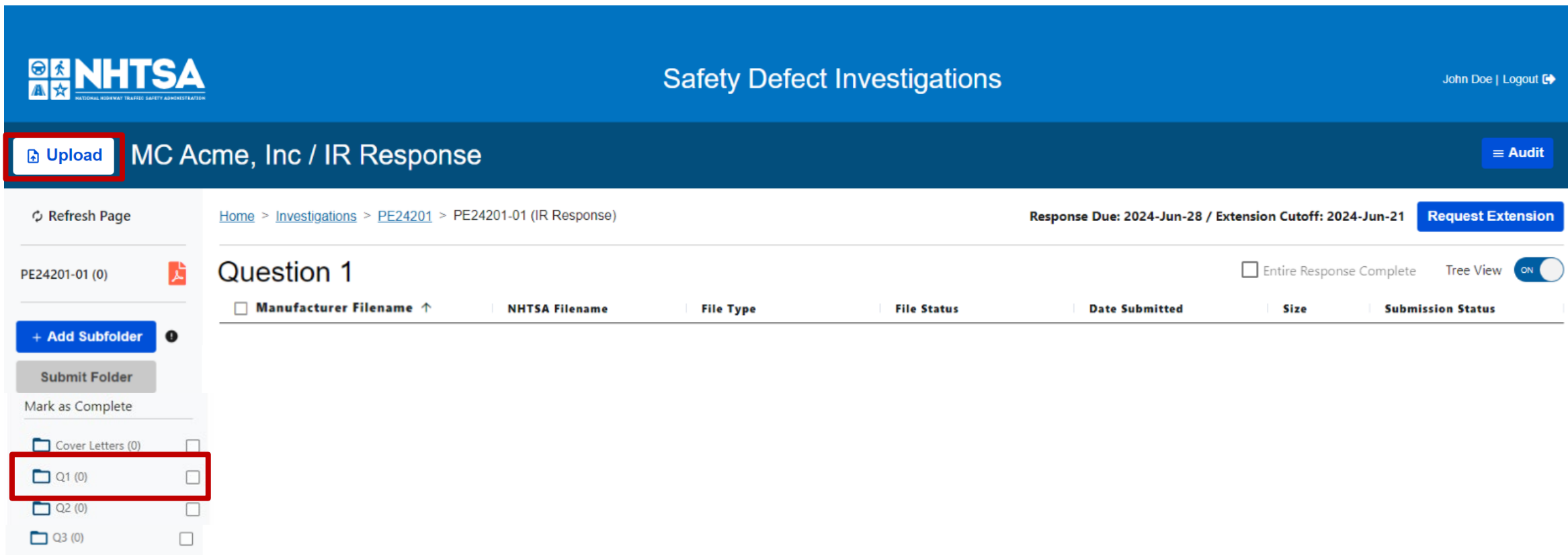
Please ensure the Cover Letter fully addresses the question before confirming its completion.

[Continue](#) [Go back](#)

IR Response Submission: Non-Confidential Files (1 of 7)

To upload non-confidential files to an IR Response folder:

1. Click on the desired folder and then click  in the upper left corner of the “Manufacturer Name”/IR Response page to bring up the **Insert files** box.



The screenshot displays the NHTSA Safety Defect Investigations web application. The header includes the NHTSA logo, the text "Safety Defect Investigations", and the user name "John Doe | Logout". The main content area shows the "MC Acme, Inc / IR Response" page. A red box highlights the "Upload" button in the top left corner. Below the header, there is a navigation breadcrumb "Home > Investigations > PE24201 > PE24201-01 (IR Response)" and a "Response Due: 2024-Jun-28 / Extension Cutoff: 2024-Jun-21" with a "Request Extension" button. The main content area is titled "Question 1" and includes a "Tree View" toggle. A table with columns for "Manufacturer Filename", "NHTSA Filename", "File Type", "File Status", "Date Submitted", "Size", and "Submission Status" is visible. On the left sidebar, there is a folder list with "Q1 (0)" highlighted by a red box.

Upload MC Acme, Inc / IR Response **Audit**

Refresh Page Home > Investigations > PE24201 > PE24201-01 (IR Response) Response Due: 2024-Jun-28 / Extension Cutoff: 2024-Jun-21 **Request Extension**

PE24201-01 (0) **Question 1** Entire Response Complete Tree View **ON**

<input type="checkbox"/> Manufacturer Filename ↑	NHTSA Filename	File Type	File Status	Date Submitted	Size	Submission Status
--	----------------	-----------	-------------	----------------	------	-------------------

+ Add Subfolder Submit Folder Mark as Complete

- Cover Letters (0)
- Q1 (0)**
- Q2 (0)
- Q3 (0)

IR Response Submission: Non-Confidential Files (2 of 7)

2. Once the **Insert files** box appears:

- a. Click the **Non-Confidential** (default) radio button.
- b. Then drop and drag up to 500 files at a time into the **Insert files** box.

Insert files: PE24201-01 > Q1 Non-Confidential Files Paired Confidential Files

* All files uploaded as non-confidential are subject to publication. 0 attachment(s) added

Drag files here or [choose from folder](#)

- Note: Limit of 500 files per session across all sections. For paired confidential files, a maximum of 250 files per column applies
- Maximum size allowed per file is 5 GB
- .zip files are prohibited
- Multiple files can be uploaded for all 'Document Types'
- Following file types are allowed: .jpg, .accdb, .wav, .png, .avi, .doc, .docx, .html, .jpeg, .mov, .mp4, .mpeg, .mpg, .pdf, .rtf, .tif, .txt, .wmv, .xls, .xlsx, .mp3, .csv, .ppt, .pptx

REMINDER: (1) .Zip files are prohibited. (2) Each file uploaded can not exceed 5 GB in size.













IR Response Submission: Non-Confidential Files (3 of 7)

- c. Once the files appear in the **Insert files** box, review the files and if a file has been wrongly uploaded, click the “X” to the right of the file to delete it from being inserted into the folder.

Insert files: EQ24019-04 > Q3 Non-Confidential Files Paired Confidential Files

* All files uploaded as non-confidential are subject to publication. 6 attachment(s) added

Drag files here or [choose from folder](#)

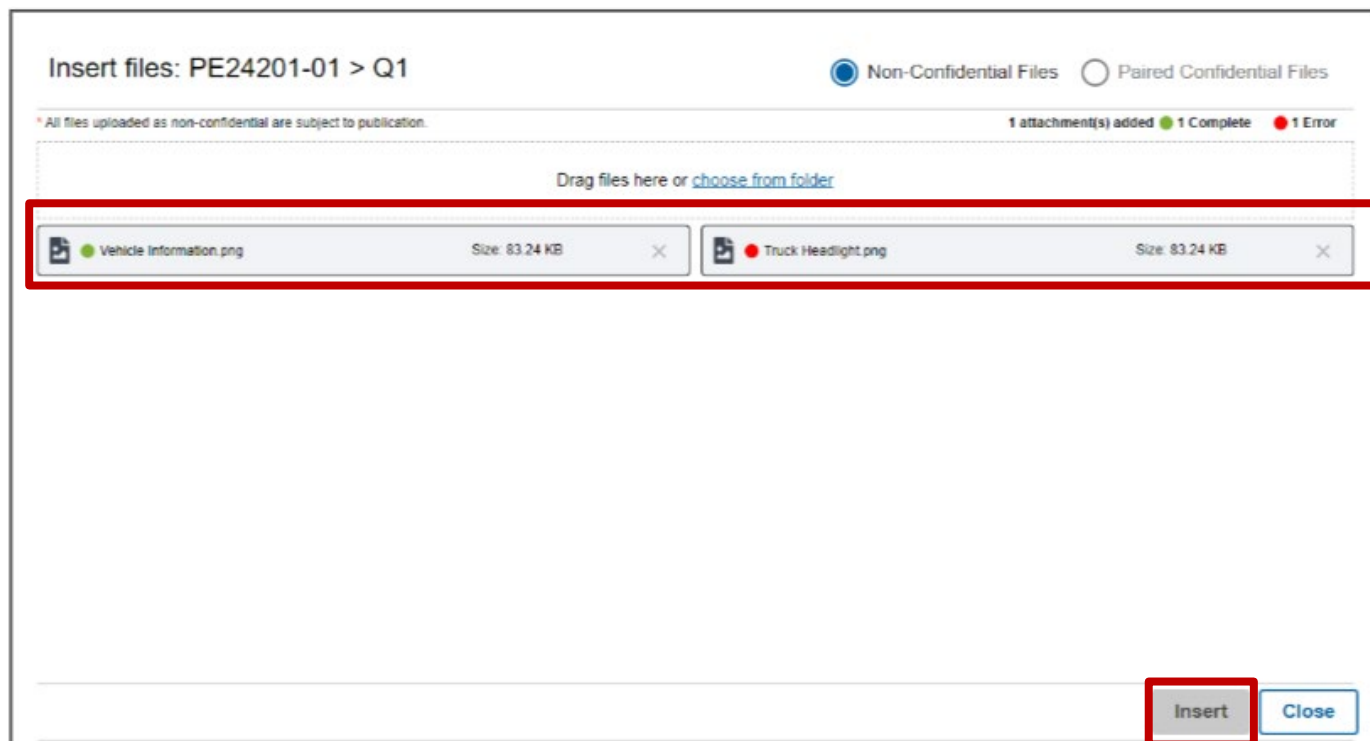
 Jira 2024-05-20T12_24_16-0400.csv	Size: 44.9 KB		 Jira 2024-05-20T11_20_33-0400.csv	Size: 44.58 KB	
 Jira 2024-05-20T10_02_47-0400.csv	Size: 63.69 KB		 Jira 2024-05-20T10_01_15-0400.csv	Size: 56.68 KB	
 Jira 2024-05-20T09_40_25-0400.csv	Size: 53.89 KB		 Jira 2024-05-20T09_10_34-0400.csv	Size: 55.42 KB	

Insert Close

- Note: Limit of 500 files per session across all sections. For paired confidential files, a maximum of 250 files per column applies
- Maximum size allowed per file is 5 GB
- .zip files are prohibited
- Multiple files can be uploaded for all 'Document Types'
- Following file types are allowed: .jpg, .accdb, .wav, .png, .avi, .doc, .docx, .html, .jpeg, .mov, .mp4, .mpeg, .mpg, .pdf, .rtf, .tif, .txt, .wmv, .xls, .xlsx, .mp3, .csv, .ppt, .pptx

IR Response Submission: Non-Confidential Files (4 of 7)

d. Once the files have been reviewed, click the **Insert** button to enable the system to run a validation check on the files.

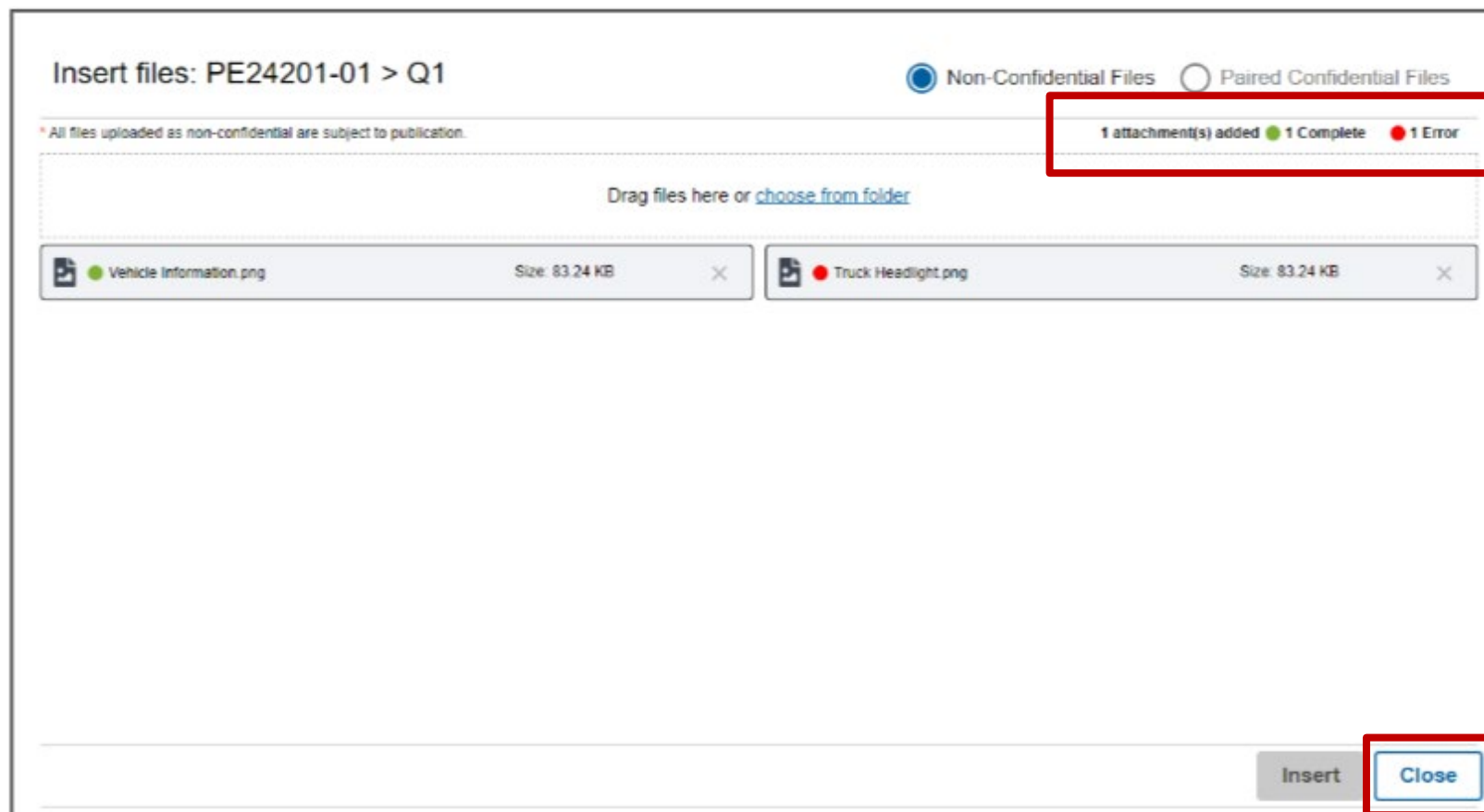


NOTE: As a file is undergoing the validation check:

- A progression bar will appear below the filename to indicate the file is undergoing validation.
- Once a file passes the validation check, a **green dot** will appear to the left of the file name.
- If a file does **not** pass the validation check, a **red dot** will appear next to the filename and the file will need to be reloaded.
- To view the reason for the validation failure, hover over the **red dot**.

IR Response Submission: Non-Confidential Files (5 of 7)

- e. Once the validation check is complete and all files have uploaded, click the Close button.



The screenshot shows the 'Insert files: PE24201-01 > Q1' interface. At the top right, there are radio buttons for 'Non-Confidential Files' (selected) and 'Paired Confidential Files'. Below this, a validation summary box contains the text: '1 attachment(s) added', '1 Complete' (with a green dot), and '1 Error' (with a red dot). The main area shows a drag-and-drop zone with the text 'Drag files here or [choose from folder](#)'. Below the drag zone, two file upload cards are visible: 'Vehicle Information.png' (Size: 83.24 KB) with a green dot, and 'Truck Headlight.png' (Size: 83.24 KB) with a red dot. At the bottom right, there are 'Insert' and 'Close' buttons, with the 'Close' button highlighted by a red box.

NOTE: A validation summary (files completing upload and number of errors) will be displayed in the upper right part of the **Insert files** box.

IR Response Submission: Non-Confidential Files (6 of 7)

f. Once the  button is clicked, the system will run a file security check to ensure the files are safe to submit to ODI.

<input type="checkbox"/> Filename ↑	NHTSA Filename	File Type	File Status	Date Submitted	Size	Submission Status
P Inspected Vehicles_CBI.docx	INSC-PE24201-14742.docx	Non Confidential			1 KB	Not Submitted
Q Inspected Vehicles_Redacted.docx	INSS-PE24201-14906.docx	Non Confidential			133 KB	Not Submitted

NOTE: While the system is running its security check:

- There will be a “P” to the left of the file until it passes the security check and then the “P” will disappear.
- Any file that fails the security check will be marked “Q” and can not be submitted to ODI.
- A revised file will need to be uploaded to the folder before submitting the folder to ODI.

IR Response Submission: Non-Confidential Files (7 of 7)

NOTE: Once at least one file (Non-Confidential or Paired Confidential) has been uploaded to any folder, the **IR Status** will change to **In Progress** on the **Investigation Detail** page.

Investigation

Documents:

[INOA-PE24201-14340.pdf](#) | [INOV-PE24201-14341.pdf](#)

IR Extension

Memos:

Information

Requests:

NHTSA IR ID	Request	Request Type	Number of Questions	Received	Response Due ↓	Status
PE24201-01	INIM-PE24201-14348.pdf	Manufacturer	8	2024-May-...	2024-Jun-14	In Progress

Confidential and Public (Redacted) File Naming Conventions

To enable the SDI Portal to automatically pair Confidential files with their respective Redacted/Public version of the files, the following naming conventions should be used to name Confidential Files and their Redacted/Public versions:

Confidential Files should be named using any of the 5 conventions below:

- File Name_Confidential Business Information
- File Name_Conf Bus Info
- File Name_Conf
- File Name_Confidential
- File Name_CBI

Redacted Version of Confidential Files should be named using either of the 2 conventions below:


- File Name_Public
- File Name_Redacted

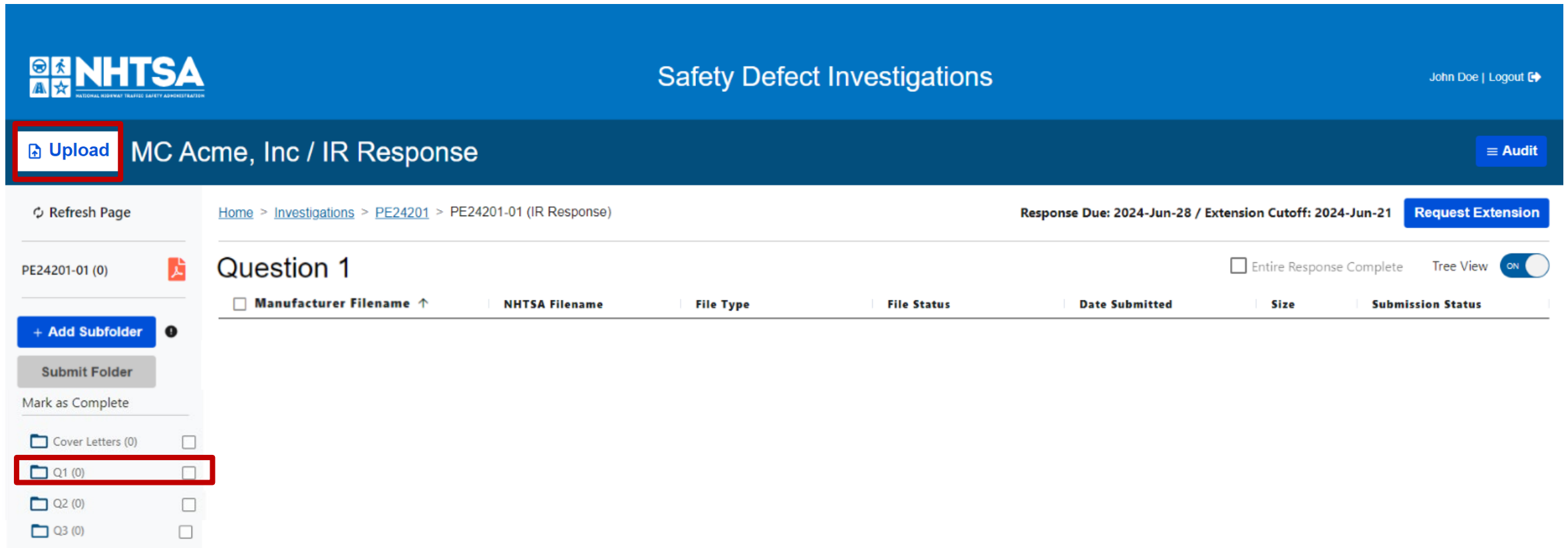
NOTE: The “File Name” portion of the Confidential and Redacted file names need to match exactly.

NOTE: Once the Paired-Confidential files are submitted to ODI, a ***Contains CBI*** box will automatically be checked in ODI’s internal system and the files will be locked down. The Public versions of files will be reviewed, redacted by ODI for Personal Identifiable Information (PII), and then published to the NHTSA website.

IR Response Submission: Paired-Confidential Files (1 of 11)

To **upload Paired-Confidential files** for an IR Response folder:

1. Click on the folder in which you want to upload files.
2. Then click  in the upper left corner of the “**Manufacturer Name**”/ IR Response page.

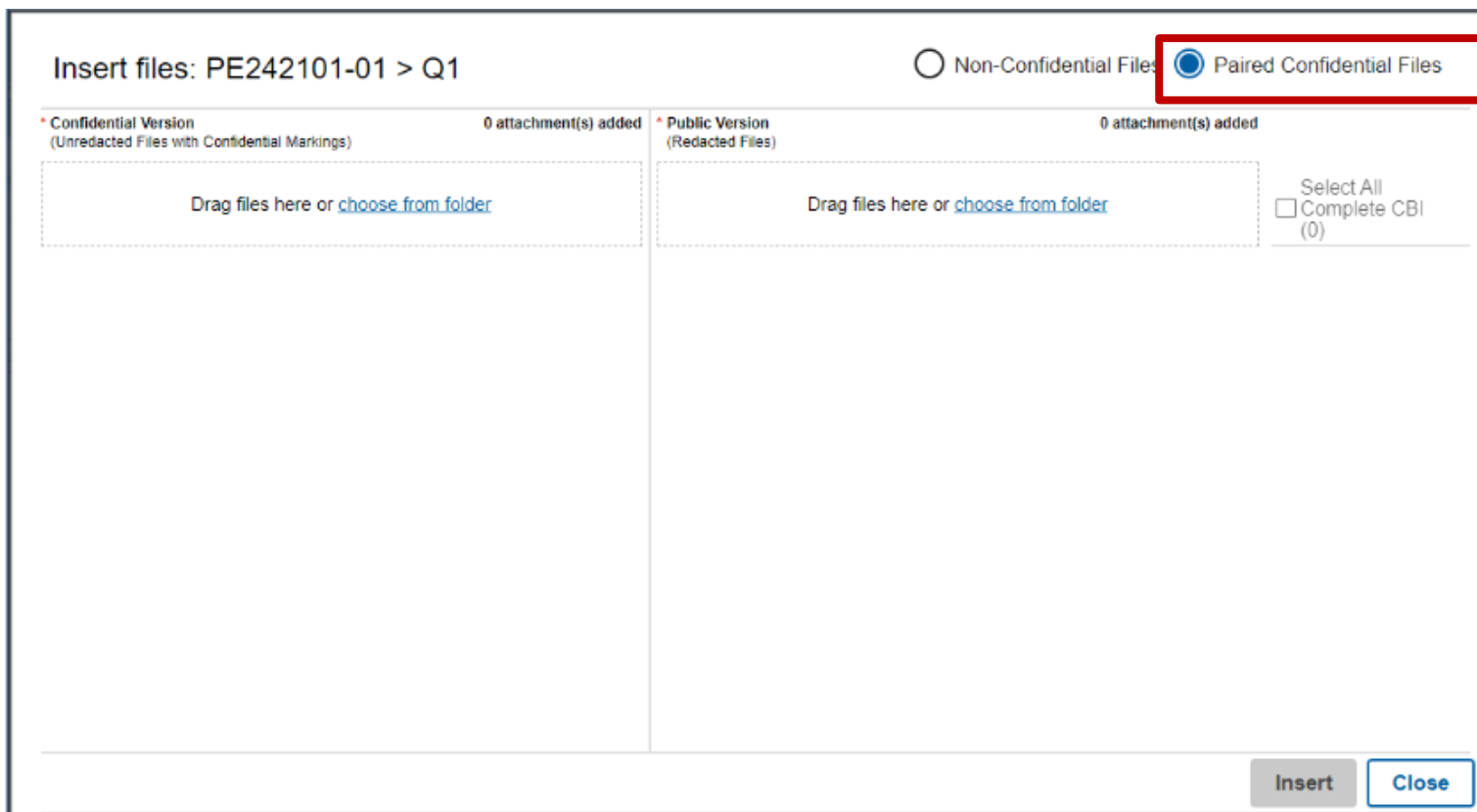


The screenshot displays the NHTSA Safety Defect Investigations web application. The header includes the NHTSA logo, the text "Safety Defect Investigations", and the user name "John Doe | Logout". The main navigation bar shows "MC Acme, Inc / IR Response" with an "Upload" button highlighted by a red box. A "Request Extension" button is visible in the top right.

The breadcrumb trail is: Home > Investigations > PE24201 > PE24201-01 (IR Response). The page title is "Question 1". A table header is visible with columns: Manufacturer Filename, NHTSA Filename, File Type, File Status, Date Submitted, Size, and Submission Status. A sidebar on the left contains a list of folders: Cover Letters (0), Q1 (0), Q2 (0), and Q3 (0). The "Q1 (0)" folder is highlighted with a red box. Other sidebar buttons include "Refresh Page", "Add Subfolder", "Submit Folder", and "Mark as Complete". A "Tree View" toggle is set to "ON".

IR Response Submission: Paired-Confidential Files (2 of 11)

3. Select the **Paired Confidential** radio button.
4. Drop and drag up to 250 Confidential files into the Confidential Version (left) side of the page.
5. Drop and drag up to 250 Public files into the Public Version (right) side of the page.



Insert files: PE242101-01 > Q1

Non-Confidential Files Paired Confidential Files

Confidential Version (Unredacted Files with Confidential Markings)	Public Version (Redacted Files)
0 attachment(s) added	0 attachment(s) added
Drag files here or choose from folder	Drag files here or choose from folder
	Select All <input type="checkbox"/> Complete CBI (0)

Insert Close

NOTE: (1) See slide #50 for list of acceptable file types. (2) Each file uploaded can not exceed 5 GB in size.

IR Response Submission: Paired-Confidential Files (3 of 11)

- If the entire **Confidential file** is confidential, check the **Complete CBI** box to the right of the file row to override the system and not have to upload a Public version of the file.

Insert files: PE23016-01 > Q3

Non-Confidential Files
 Paired Confidential Files

Confidential Version (Unredacted Files with Confidential Markings)	Public Version (Redacted Files)
Drag files here or choose from folder	
12 attachment(s) added * Confidential Version (Unredacted Files with Confidential Markings)	11 attachment(s) added * Public Version (Redacted Files)
Filename: R3_GMPlates_CBI.pdf Size: 2 MB Date Submitted: Not Submitted X	Filename: R3_GMPlates_Redacted.pdf Size: 2 MB Date Submitted: Not Submitted X <input type="checkbox"/> Complete CBI
Filename: R3_6L90_Valve_CBI.pdf Size: 2 MB Date Submitted: Not Submitted X	Filename: R3_6L90_Valve_Redacted.pdf Size: 2 MB Date Submitted: Not Submitted X <input type="checkbox"/> Complete CBI
Filename: R3_GMPlates_test_CBI.pdf Size: 2 MB Date Submitted: Not Submitted X	Filename: R3_GMPlates_test_Redacted.pdf Size: 2 MB Date Submitted: Not Submitted X <input type="checkbox"/> Complete CBI
Missing Pair	
Filename: R3_6L90_Valve_CBI.csv Size: 2 MB Date Submitted: Not Submitted X	Filename: R3_6L90_Valve_Redacted.csv Size: 2 MB Date Submitted: Not Submitted X <input type="checkbox"/> Complete CBI
Filename: R3_6L90_Sup_CBI.docx Size: 2 MB Date Submitted: Not Submitted X	Filename: R3_6L90_Sup_Redacted.docx Size: 2 MB Date Submitted: Not Submitted X <input type="checkbox"/> Complete CBI
Filename: R3_Valve_Machine_CBI.csv Size: 2 MB Date Submitted: Not Submitted X	Filename: R3_Valve_Machine_Redacted.csv Size: 2 MB Date Submitted: Not Submitted X <input type="checkbox"/> Complete CBI
Filename: R3_ValveFail_CBI.mp4 Size: 2 MB Date Submitted: Not Submitted X	Filename: R3_ValveFail_Redacted.mp4 Size: 2 MB Date Submitted: Not Submitted X <input type="checkbox"/> Complete CBI
Filename: R3_6L90_Failure_CBI.csv Size: 2 MB Date Submitted: Not Submitted X	Missing Pair <input checked="" type="checkbox"/> Complete CBI
Filename: R3_6L90Analysis_CBI.csv Size: 2 MB Date Submitted: Not Submitted X	Filename: R3_6L90Analysis_Redacted.csv Size: 2 MB Date Submitted: Not Submitted X <input type="checkbox"/> Complete CBI
Filename: R3_TransmissFail_CBI.mp4 Size: 2 MB Date Submitted: Not Submitted X	Filename: R3_TransmissFail_Redacted.mp4 Size: 2 MB Date Submitted: Not Submitted X <input type="checkbox"/> Complete CBI

Generate Complete CBI Document
 Use MFR Provided Complete CBI Document

Note: If all the Confidential files for a given folder are being submitted as all CBI, click the **Select All Complete CBI** box at the top of the Complete CBI column.

IR Response Submission: Paired-Confidential Files (4 of 11)

- If at least 1 **Complete CBI** box is checked for a given question number, select either the **Generate Complete CBI Document** or the **Use Mfr Provided Complete CBI Document** radio button to generate and submit a 1-page file that documents that “The remaining documents responsive to IR XXYY-###-## Question # have a Confidential Business Information (CBI) request from the manufacturer for the entirety of each document”.

Insert files: PE23016-01 > Q3 Non-Confidential Files Paired Confidential Files

Confidential Version (Unredacted Files with Confidential Markings) 12 attachment(s) added	Public Version (Redacted Files) 11 attachment(s) added	
Drag files here or choose from folder	Drag files here or choose from folder	<input type="checkbox"/> Select All Complete CBI (1)
Filename: R3_GMPlates_CBI.pdf Size: 2 MB Date Submitted: Not Submitted X	Filename: R3_GMPlates_Redacted.pdf Size: 2 MB Date Submitted: Not Submitted X	<input type="checkbox"/> Complete CBI
Filename: R3_6L90_Valve_CBI.pdf Size: 2 MB Date Submitted: Not Submitted X	Filename: R3_6L90_Valve_Redacted.pdf Size: 2 MB Date Submitted: Not Submitted X	<input type="checkbox"/> Complete CBI
Filename: R3_GMPlates_test_CBI.pdf Size: 2 MB Date Submitted: Not Submitted X	Filename: R3_GMPlates_test_Redacted.pdf Size: 2 MB Date Submitted: Not Submitted X	<input type="checkbox"/> Complete CBI
Missing Pair	Filename: R3_6L90_Results_Redacted.csv Size: 2 MB Date Submitted: Not Submitted X	<input type="checkbox"/> Complete CBI
Filename: R3_6L90_Valve_CBI.csv Size: 2 MB Date Submitted: Not Submitted X	Filename: R3_6L90_Valve_Redacted.csv Size: 2 MB Date Submitted: Not Submitted X	<input type="checkbox"/> Complete CBI
Filename: R3_6L90_Sup_CBI.docx Size: 2 MB Date Submitted: Not Submitted X	Filename: R3_6L90_Sup_Redacted.docx Size: 2 MB Date Submitted: Not Submitted X	<input type="checkbox"/> Complete CBI
Filename: R3_Valve_Machine_CBI.csv Size: 2 MB Date Submitted: Not Submitted X	Filename: R3_Valve_Machine_Redacted.csv Size: 2 MB Date Submitted: Not Submitted X	<input type="checkbox"/> Complete CBI
Filename: R3_ValveFail_CBI.mp4 Size: 2 MB Date Submitted: Not Submitted X	Filename: R3_ValveFail_Redacted.mp4 Size: 2 MB Date Submitted: Not Submitted X	<input type="checkbox"/> Complete CBI
Filename: R3_6L90_Failure_CBI.csv Size: 2 MB Date Submitted: Not Submitted X	Missing Pair	<input checked="" type="checkbox"/> Complete CBI
Filename: R3_6L90Analysis_CBI.csv Size: 2 MB Date Submitted: Not Submitted X	Filename: R3_6L90Analysis_Redacted.csv Size: 2 MB Date Submitted: Not Submitted X	<input type="checkbox"/> Complete CBI
Filename: R3_TransmissFail_CBI.mp4 Size: 2 MB Date Submitted: Not Submitted X	Filename: R3_TransmissFail_Redacted.mp4 Size: 2 MB Date Submitted: Not Submitted X	<input type="checkbox"/> Complete CBI

Generate Complete CBI Document
 Use MFR Provided Complete CBI Document

NOTE: The **Generate Complete CBI Document** and **Use Mfr Provided Complete CBI Document** buttons will only activate once a “Complete CBI” box is checked and the **Generate Complete CBI Document** will be checked as a default.

IR Response Submission: Paired-Confidential Files (5 of 11)

NOTE: If the **Generate Complete CBI Document** button is selected, the SDI Portal will automatically create the 1-page document as shown below for the question selected..

The remaining documents responsive to IR PE23016-01 Question 3 have a Confidential Business Information (CBI) request from the manufacturer for the entirety of each document.





Created: May 28, 2024

NOTE: The 1-page document will automatically be uploaded to the selected Question # folder as a non-confidential, public file.

IR Response Submission: Paired Confidential Files (6 of 11)

NOTE: If the **Use Mfr Provided Complete CBI Document** is selected, you will need to create and upload a 1-page file that documents something similar to the wording on the previous slide. Once the **Use MFR Provided Complete CBI Document** button is selected, a box will appear for you to upload their own document.

Insert files: PE24046-01 > Q2 Non-Confidential Files Paired Confidential Files

* Confidential Version (Unredacted Files with Confidential Markings) 4 attachment(s) added	* Public Version (Redacted Files) 0 attachment(s) added	
Drag files here or choose from folder	Drag files here or choose from folder	Select All <input type="checkbox"/> Complete CBI (2)
 Jiral2024s-04-09.T12_19_14-(3)... Size:105.59 KB ✕	Complete CBI Selected	<input checked="" type="checkbox"/> Complete CBI
 Jiral2024s-04-09.T12_19_14-(0)... Size:105.59 KB ✕	Missing Pair	<input type="checkbox"/> Complete CBI
 Jiral2024s-04-09.T12_19_14-(1)... Size:105.59 KB ✕	Complete CBI Selected	<input checked="" type="checkbox"/> Complete CBI
 Jiral2024s-04-09.T12_19_14-(2)... Size:105.59 KB ✕	Missing Pair	<input type="checkbox"/> Complete CBI

Drag files here or [choose from folder](#)

Generate Complete CBI Document Use MFR Provided Complete CBI Document

IR Response Submission: Paired Confidential Files (7 of 11)

NOTE: Once you drop and drag the file (or select it from a shared folder), the file will appear on the page as shown below.

Insert files: PE24046-01 > Q2 Non-Confidential Files Paired Confidential Files

* Confidential Version (Unredacted Files with Confidential Markings)	4 attachment(s) added	* Public Version (Redacted Files)	0 attachment(s) added
Drag files here or choose from folder		Drag files here or choose from folder	
Jira\2024s-04-09.T12_19_14-(3)...	Size:105.59 KB ✕	Complete CBI Selected	<input checked="" type="checkbox"/> Complete CBI
Jira\2024s-04-09.T12_19_14-(0)...	Size:105.59 KB ✕	Missing Pair	<input type="checkbox"/> Complete CBI
Jira\2024s-04-09.T12_19_14-(1)...	Size:105.59 KB ✕	Complete CBI Selected	<input checked="" type="checkbox"/> Complete CBI
Jira\2024s-04-09.T12_19_14-(2)...	Size:105.59 KB ✕	Missing Pair	<input type="checkbox"/> Complete CBI

Drag files here or [choose from folder](#) MFR Complete CBI Document.d... Size: 565.21 KB ✕

Generate Complete CBI Document Use MFR Provided Complete CBI Document

NOTE: The document will automatically be uploaded to the selected Question # folder as a non-confidential, public file once the Paired-Confidential files are inserted into the folder.

IR Response Submission: Paired Confidential Files (8 of 11)

- Once the files appear in the **Insert files** box, you should review the files and if a file has been wrongly uploaded, click the "X" to the right of the file to delete the file from being inserted.

Insert files: PE23016-01 > Q3 Non-Confidential Files Paired Confidential Files

* Confidential Version (Unredacted Files with Confidential Markings) 12 attachment(s) added				* Public Version (Redacted Files) 11 attachment(s) added						
Drag files here or choose from folder				Drag files here or choose from folder						
	Filename: R3_GMPlates_CBI.pdf	Size: 2 MB	Date Submitted: Not Submitted	<input type="checkbox"/>		Filename: R3_GMPlates_Redacted.pdf	Size: 2 MB	Date Submitted: Not Submitted	<input type="checkbox"/>	Complete CBI
	Filename: R3_6L90_Valve_CBI.pdf	Size: 2 MB	Date Submitted: Not Submitted	<input type="checkbox"/>		Filename: R3_6L90_Valve_Redacted.pdf	Size: 2 MB	Date Submitted: Not Submitted	<input type="checkbox"/>	Complete CBI
	Filename: R3_GMPlates_test_CBI.pdf	Size: 2 MB	Date Submitted: Not Submitted	<input type="checkbox"/>		Filename: R3_GMPlates_test_Redacted.pdf	Size: 2 MB	Date Submitted: Not Submitted	<input type="checkbox"/>	Complete CBI
Missing Pair				Missing Pair						
	Filename: R3_6L90_Valve_CBI.csv	Size: 2 MB	Date Submitted: Not Submitted	<input type="checkbox"/>		Filename: R3_6L90_Valve_Redacted.csv	Size: 2 MB	Date Submitted: Not Submitted	<input type="checkbox"/>	Complete CBI
	Filename: R3_6L90_Sup_CBI.docx	Size: 2 MB	Date Submitted: Not Submitted	<input type="checkbox"/>		Filename: R3_6L90_Sup_Redacted.docx	Size: 2 MB	Date Submitted: Not Submitted	<input type="checkbox"/>	Complete CBI
	Filename: R3_Valve_Machine_CBI.csv	Size: 2 MB	Date Submitted: Not Submitted	<input type="checkbox"/>		Filename: R3_Valve_Machine_Redacted.csv	Size: 2 MB	Date Submitted: Not Submitted	<input type="checkbox"/>	Complete CBI
	Filename: R3_ValveFail_CBI.mp4	Size: 2 MB	Date Submitted: Not Submitted	<input type="checkbox"/>		Filename: R3_ValveFail_Redacted.mp4	Size: 2 MB	Date Submitted: Not Submitted	<input type="checkbox"/>	Complete CBI
	Filename: R3_6L90_Failure_CBI.csv	Size: 2 MB	Date Submitted: Not Submitted	<input type="checkbox"/>	Missing Pair					
	Filename: R3_6L90Analysis_CBI.csv	Size: 2 MB	Date Submitted: Not Submitted	<input type="checkbox"/>		Filename: R3_6L90Analysis_Redacted.csv	Size: 2 MB	Date Submitted: Not Submitted	<input type="checkbox"/>	Complete CBI
	Filename: R3_TransmissFail_CBI.mp4	Size: 2 MB	Date Submitted: Not Submitted	<input type="checkbox"/>		Filename: R3_TransmissFail_Redacted.mp4	Size: 2 MB	Date Submitted: Not Submitted	<input type="checkbox"/>	Complete CBI

Select All Complete CBI (1)

Generate Complete CBI Document
 Use MFR Provided Complete CBI Document

NOTE: If a Confidential Version of a file is missing, the manufacturer will need to upload the missing file before its Public Version can be inserted into the question folder and vice-versa.

IR Response Submission: Paired Confidential Files (9 of 11)

9. Once you have reviewed to the files to ensure they are the ones they want to insert, click the **Insert** button to enable the system to run a file validation check.

NOTE: As a file is undergoing the validation check:

- A progression bar will appear below the filename to indicate the file is undergoing validation.
- Once a file passes the validation check, a **green dot** will appear to the left of the file name.
- If a file does **not** pass the validation check, a **red dot** will appear next to the filename and the file will need to be reloaded.
- To view the reason for the validation failure, hover over the **red dot**.

Insert files: PE23016-01 > Q3
 Non-Confidential Files Paired Confidential Files

Confidential Version (Unredacted Files with Confidential Markings) 12 attachment(s) added	Public Version (Redacted Files) 11 attachment(s) added
Drag files here or choose from folder	Drag files here or choose from folder
<div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; padding: 5px;"> ● Filename: R3_GMPlates_CBI.pdf Size: 2 MB Date Submitted: Not Submitted ✕ </div>	<div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; padding: 5px;"> ● Filename: R3_GMPlates_Redacted.pdf Size: 2 MB Date Submitted: Not Submitted ✕ </div>
<div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; padding: 5px;"> ● Filename: R3_6L90_Valve_CBI.pdf Size: 2 MB Date Submitted: Not Submitted ✕ </div>	<div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; padding: 5px;"> ● Filename: R3_6L90_Valve_Redacted.pdf Size: 2 MB Date Submitted: Not Submitted ✕ </div>
<div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; padding: 5px;"> ● Filename: R3_GMPlates_test_CBI.pdf Size: 2 MB Date Submitted: Not Submitted ✕ </div>	<div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; padding: 5px;"> ● Filename: R3_GMPlates_test_Redacted.pdf Size: 2 MB Date Submitted: Not Submitted ✕ </div>
<div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; padding: 5px;"> ● Filename: R3_6L90_Valve_CBI.csv Size: 2 MB Date Submitted: Not Submitted ✕ </div>	<div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; padding: 5px;"> ● Filename: R3_6L90_Valve_Redacted.csv Size: 2 MB Date Submitted: Not Submitted ✕ </div>
<div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; padding: 5px;"> ● Filename: R3_6L90_Sup_CBI.docx Size: 2 MB Date Submitted: Not Submitted ✕ </div>	<div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; padding: 5px;"> ● Filename: R3_6L90_Sup_Redacted.docx Size: 2 MB Date Submitted: Not Submitted ✕ </div>
<div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; padding: 5px;"> ● Filename: R3_Valve_Machine_CBI.csv Size: 2 MB Date Submitted: Not Submitted ✕ </div>	<div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; padding: 5px;"> ● Filename: R3_Valve_Machine_Redacted.csv Size: 2 MB Date Submitted: Not Submitted ✕ </div>
<div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; padding: 5px;"> ● Filename: R3_ValveFail_CBI.mp4 Size: 2 MB Date Submitted: Not Submitted ✕ </div>	<div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; padding: 5px;"> ● Filename: R3_ValveFail_Redacted.mp4 Size: 2 MB Date Submitted: Not Submitted ✕ </div>
<div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; padding: 5px;"> ● Filename: R3_6L90_Failure_CBI.csv Size: 2 MB Date Submitted: Not Submitted ✕ </div>	<div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; padding: 5px;"> Missing Pair </div>
<div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; padding: 5px;"> ● Filename: R3_6L90Analysis_CBI.csv Size: 2 MB Date Submitted: Not Submitted ✕ </div>	<div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; padding: 5px;"> ● Filename: R3_6L90Analysis_Redacted.csv Size: 2 MB Date Submitted: Not Submitted ✕ </div>
<div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; padding: 5px;"> ● Filename: R3_TransmissFail_CBI.mp4 Size: 2 MB Date Submitted: Not Submitted ✕ </div>	<div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; padding: 5px;"> ● Filename: R3_TransmissFail_Redacted.mp4 Size: 2 MB Date Submitted: Not Submitted ✕ </div>
<div style="display: flex; justify-content: space-between; align-items: center; padding: 5px;"> ● Filename: R3_TransmissFail_CBI.mp4 Size: 2 MB Date Submitted: Not Submitted ✕ </div>	<div style="display: flex; justify-content: space-between; align-items: center; padding: 5px;"> ● Filename: R3_TransmissFail_Redacted.mp4 Size: 2 MB Date Submitted: Not Submitted ✕ </div>

Generate Complete CBI Document
 Use MFR Provided Complete CBI Document

Insert
Close

- Limit of 500 files per session across all sections. For paired confidential files, a maximum of 250 files per column applies.
- Maximum size allowed per file is 5 GB
- .zip files are prohibited
- Multiple files can be uploaded for all 'File Types'
- Following file types are allowed: .jpg, .acddb, .wav, .png, .avi, .doc, .docx, .html, .jpeg, .mov, .mp4, .mpeg, .mpg, .pdf, .ppt, .rtf, .tif, .txt, .wmv, .xls, .xlsx

IR Response Submission: Paired Confidential Files (10 of 11)

10. Once the validation check is complete, click Close.

Insert files: PE23016-01 > Q3 Non-Confidential Files Paired Confidential Files

Confidential Version (Unredacted Files with Confidential Markings) 12 attachment(s) added

Drag files here or [choose from folder](#)

	●	Filename: R3_GMPlates_CBI.pdf	Size: 2 MB	Date Submitted: Not Submitted	✕
	●	Filename: R3_6L90_Valve_CBI.pdf	Size: 2 MB	Date Submitted: Not Submitted	✕
	●	Filename: R3_GMPlates_test_CBI.pdf	Size: 2 MB	Date Submitted: Not Submitted	✕

Public Version (Redacted Files) 11 attachment(s) added

Drag files here or [choose from folder](#)

	●	Filename: R3_GMPlates_Redacted.pdf	Size: 2 MB	Date Submitted: Not Submitted	✕	<input type="checkbox"/>	Select All Complete CBI (1)
	●	Filename: R3_6L90_Valve_Redacted.pdf	Size: 2 MB	Date Submitted: Not Submitted	✕	<input type="checkbox"/>	Complete CBI
	●	Filename: R3_GMPlates_test_Redacted.pdf	Size: 2 MB	Date Submitted: Not Submitted	✕	<input type="checkbox"/>	Complete CBI

Generate Complete CBI Document Use MFR Provided Complete CBI DocumentInsert Close

- Limit of 500 files per session across all sections. For paired confidential files, a maximum of 250 files per column applies.
- Maximum size allowed per file is 5 GB
- .zip files are prohibited
- Multiple files can be uploaded for all 'File Types'
- Following file types are allowed: .jpg, .accdb, .wav, .png, .avi, .doc, .docx, .html, .jpeg, .mov, .mp4, .mpeg, .mpg, .pdf, .ppt, .rtf, .tif, .txt, .wmv, .xls, .xlsx

IR Response Submission: Paired Confidential Files (11 of 11)

11. Once you click Close, the system will run a security check on the files to ensure they are safe to submit to ODI.

<input type="checkbox"/> Filename ↑	NHTSA Filename	File Type	File Status	Date Submitted	Size	Submission Status
P Inspected Vehicles_CBI.docx	INSC-PE24201-14742.docx	Paired Confidential			1 KB	Not Submitted
Q Inspected Vehicles_Redacted.docx	INSS-PE24201-14906.docx	Paired Confidential			133 KB	Not Submitted

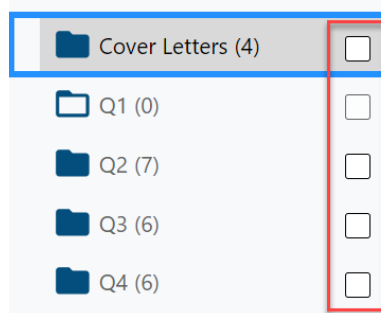
NOTE: While the system is running its security check:

- There will be a “P” to the left of the file until it passes the security check and then the “P” will disappear.
- Any file that fails the security check will be marked “Q” and can not be submitted to ODI.
- A revised file will need to be uploaded to the folder before submitting the folder to ODI.

IR Response Submission to ODI (1 of 7)

To submit IR response folders to ODI once **all** the files for the particular submission date are uploaded to their respective folders:

1. Check the box to the right of the cover letter and/or question folder that is complete and ready to be submitted.



2. Click at the bottom of the page to open the **Confirm Completion for Selected Item(s)** box to enable the user to confirm the folder is complete and ready for submission.

×

Confirm Completion for Selected Item(s)

You are about to mark the following item(s) to complete:

Q1

This action will not prevent the addition of more files to these response folders.

Please confirm, as this cannot be undone.

[Go back](#)

IR Response Submission to ODI (2 of 7)

3. Click the **Confirm & Complete** button to prepare all files within the folder (and corresponding sub-folders) for submission.

×

Confirm Completion for Selected Item(s)

You are about to mark the following item(s) to complete:

Q1

This action will not prevent the addition of more files to these response folders.



Please confirm, as this cannot be undone.

Confirm & Complete[Go back](#)

NOTE: All files uploaded to the Cover Letter or a Question # folder, including its related sub-folders will be submitted when the parent folder is submitted.

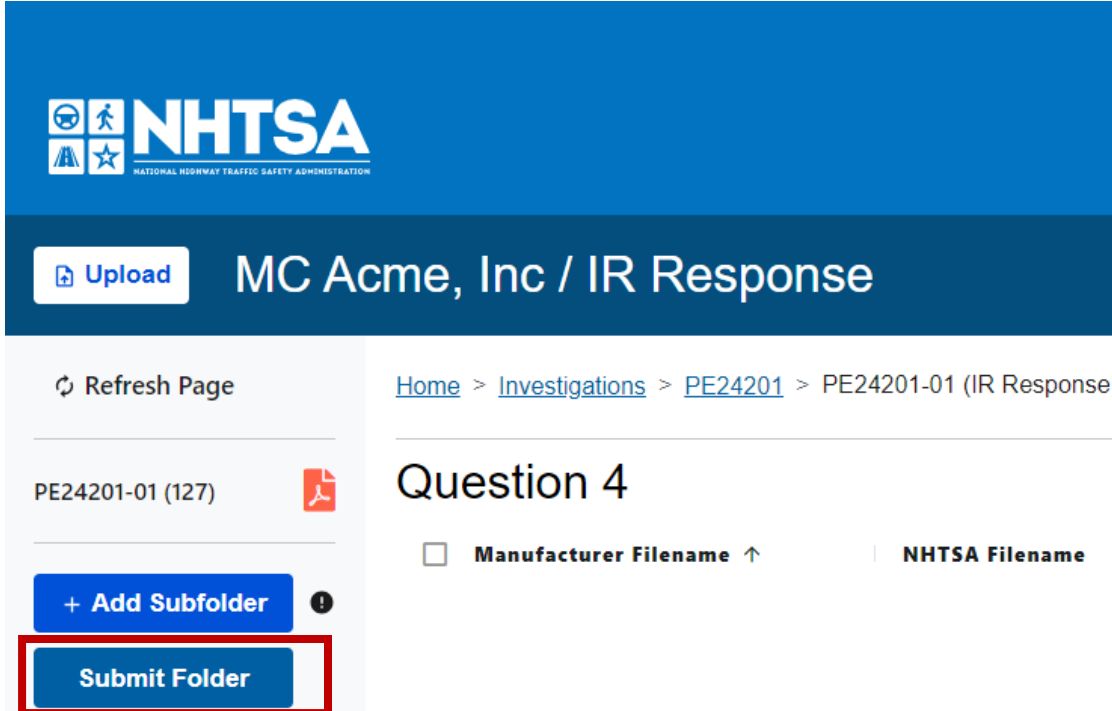
NOTE: Once a folder is checked, saved, and the **Confirm & Complete** button is clicked, a green circle will appear to the right of the parent folder.

Mark as Complete

 Cover Letters (1)	✓
 Q1 (1)	✓

IR Response Submission to ODI (3 of 7)

4. Once a folder has been identified with a **green** circle and is ready to be submitted to ODI, click **Submit Folder** in the upper left corner of the screen to open the **Confirm Response Submission** box.



The screenshot shows the NHTSA web interface for submitting an IR response. At the top left is the NHTSA logo. Below it is an 'Upload' button and the folder name 'MC Acme, Inc / IR Response'. A 'Refresh Page' button is visible. The breadcrumb trail is 'Home > Investigations > PE24201 > PE24201-01 (IR Response)'. The main content area is titled 'Question 4' and contains a table with two columns: 'Manufacturer Filename' (with an upward arrow) and 'NHTSA Filename'. In the left sidebar, there is a file entry 'PE24201-01 (127)' with a PDF icon. Below this are two buttons: '+ Add Subfolder' and 'Submit Folder'. The 'Submit Folder' button is highlighted with a red rectangular border.

IR Response Submission to ODI (4 of 7)

5. Click **Confirm & Submit** to transmit the IR response folder files to ODI.

×

Confirm Response Submission: PE24201-01

You are submitting the selected file(s) as part of your response for folder Cover Letters. Please confirm this is the intended action.

Note: This action cannot be undone.

Confirm & Submit [Go back](#)

NOTE: Once you click **Confirm & Submit** , you will not be able to add any additional files to the Question folder for the submission; however, you will be able to add new files to the **Cover Letter** folder. In addition, once you submit your files, they will become a government record.

6. Repeat steps 1. through 5. for each folder to be submitted on a given date.

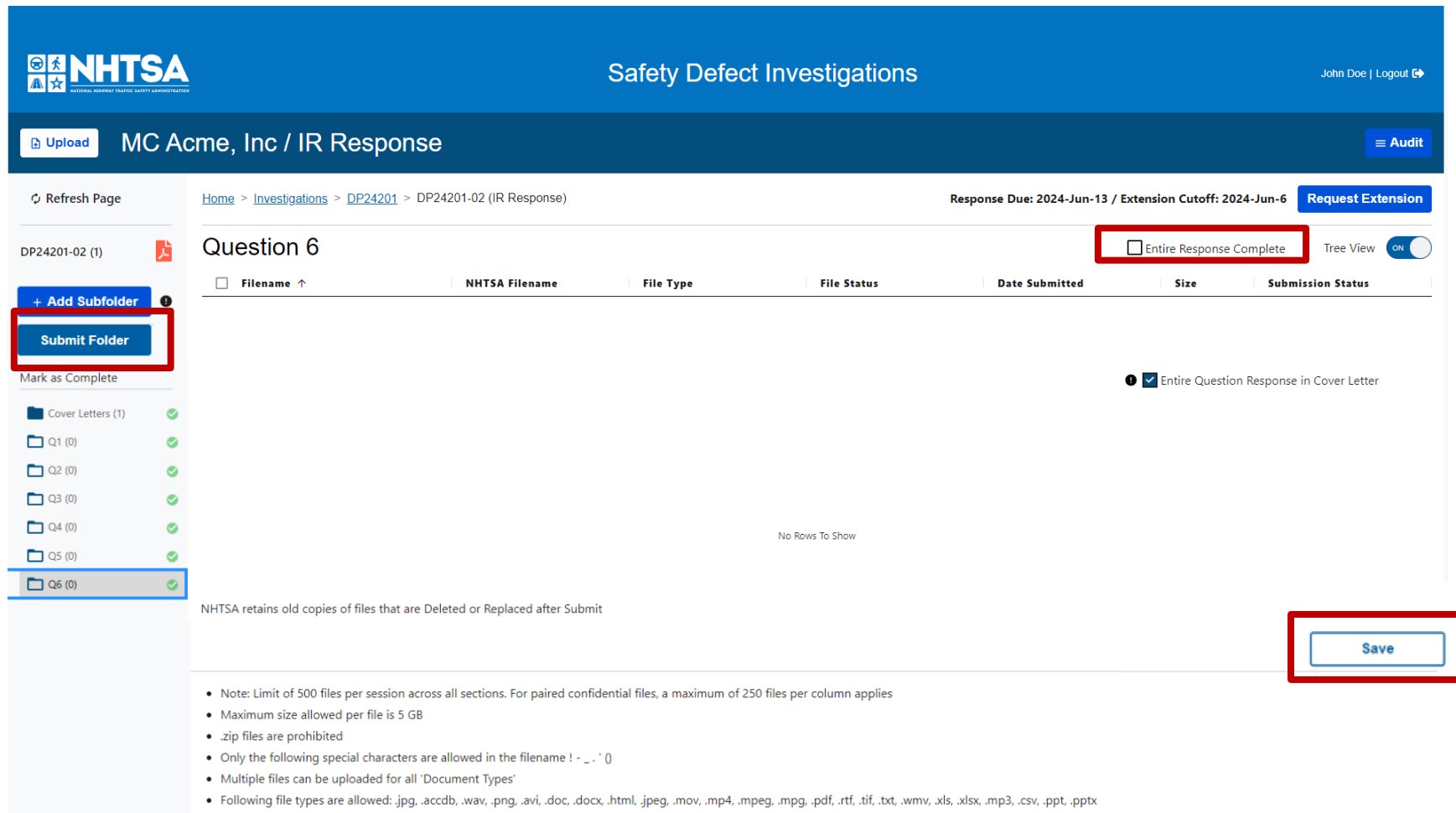
IR Response Submission to ODI (5 of 7)

NOTE: As each folder is submitted, files not quarantined will have their **Submission Status** changed from “Not Submitted” to “Response Submitted”. Below is a table summarizing the **File System Statuses**.

Status	Description
Not Submitted	The Not Submitted status indicates that the file has been uploaded but not yet submitted for NHTSA review.
Response Submitted	The Response Submitted status indicates the file has been submitted and is awaiting NHTSA review.
Response Accepted	The Response Accepted status indicates the entire submitted response has been reviewed and accepted by NHTSA.
Response Rejected	The Response Rejected status indicates the entire submitted response has been reviewed and rejected by NHTSA.
Amendment Replacement Submitted	The Amendment Replacement Submitted status indicates an amendment to a previously submitted response has been submitted and is awaiting NHTSA review.
Amendment Replacement Accepted	The Amendment Replacement Accepted status indicates an amendment to a previously submitted response has been reviewed and accepted by NHTSA.
Amendment Replacement Rejected	The Amendment Replacement Rejected status indicates an amendment to a previously submitted response has been reviewed and rejected by NHTSA.
Amendment Supplemental Submitted	The Amendment Supplemental Submitted status indicates an additional file has been submitted for a previously submitted response and is awaiting NHTSA review.
Amendment Supplemental Accepted	The Amendment Supplemental Accepted status indicates an additional file submitted to a previously submitted response has been reviewed and accepted by NHTSA.
Amendment Supplemental Rejected	The Amendment Supplemental Rejected status indicates an additional file submitted to a previously submitted response has been reviewed and rejected by NHTSA.

IR Response Submission to ODI (6 of 7)

7. Once **all** the files have been submitted based upon the dates approved by ODI in the **IR Extension Request Reply**, click the Entire Response Complete box and then click .



The screenshot displays the NHTSA Safety Defect Investigations interface. The header includes the NHTSA logo, the text "Safety Defect Investigations", and the user "John Doe | Logout". The main navigation bar shows "Upload" and "MC Acme, Inc / IR Response" with an "Audit" button. The breadcrumb trail is "Home > Investigations > DP24201 > DP24201-02 (IR Response)". The response due date is "2024-Jun-13" and the extension cutoff is "2024-Jun-6", with a "Request Extension" button. The current question is "Question 6". A table with columns "Filename", "NHTSA Filename", "File Type", "File Status", "Date Submitted", "Size", and "Submission Status" is shown, but it is empty with the message "No Rows To Show". A "Submit Folder" button is highlighted in red in the left sidebar. The "Entire Response Complete" checkbox is highlighted in red in the top right. The "Save" button at the bottom right is also highlighted in red. A note at the bottom states: "NHTSA retains old copies of files that are Deleted or Replaced after Submit".

Response Due: 2024-Jun-13 / Extension Cutoff: 2024-Jun-6

Entire Response Complete Entire Question Response in Cover Letter

No Rows To Show

- Note: Limit of 500 files per session across all sections. For paired confidential files, a maximum of 250 files per column applies
- Maximum size allowed per file is 5 GB
- .zip files are prohibited
- Only the following special characters are allowed in the filename ! - _ ' ' ()
- Multiple files can be uploaded for all 'Document Types'
- Following file types are allowed: .jpg, .accdb, .wav, .png, .avi, .doc, .docx, .html, .jpeg, .mov, .mp4, .mpeg, .mpg, .pdf, .rtf, .tif, .txt, .wmv, .xls, .xlsx, .mp3, .csv, .ppt, .pptx

IR Response Submission to ODI (7 of 7)

NOTE: Once the Entire Response Complete box is checked and is clicked, a time stamp will appear in its place to let you know the latest date and time the response was submitted to ODI.

Response Due: 2024-Jun-17 / Extension Cutoff: 2024-Jun-10

Completed: 2024-Jun-09 03:47 PM

Tree View



In addition, the Information Requests record **Status** will change to .

Information Requests:	NHTSA IR ID	Request	Request Type	Number of Questions	Received	Response Due ↓	Status
	PE24201-01	INIM-PE24201-14348.pdf 	Manufacturer	8	2024-May-...	2024-Jun-14	<input type="button" value="Complete"/>



NHTSA

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

Uploading and Submitting IR Response Files Q & A (via Zoom Q&A)

Office of Defects Investigation
August 1, 2024: 1:00 PM to 3:30 PM EDT
August 6, 2024: 9:00 AM to 11:30 AM EDT

ODI's Review of an IR Response Submission (1 of 2)

1. Once files for the Cover Letter and/or each question in the IR Response have been submitted to ODI, investigators will review the submission for completeness and orderliness to ensure ODI has received complete responses to its requests and that the files have been submitted in a format conducive to ODI's review.
2. Each approved non-confidential file, those not containing Confidential Business Information (CBI), will be sent to ODI's Consumer Engagement Division (CED) for review, redaction, and publishing to ODI's public website, as appropriate.
3. If a file or group of files is not complete or has not been submitted in a manner conducive for ODI's review, the investigator may reject the file(s).

ODI's Review of an IR Response Submission (2 of 2)

4. If any IR Response files have been rejected, the system will send the **SDI manufacturer primary and secondary users** an email to let them know they have something to review in their SDI account.

Subject: New Communication in Safety Defect Investigations Portal for < Investigation Id >

From: NHTSA-ODI-Communication@service.govdelivery.com

Sent: <Date Timestamp >

To: <Mfr Investigation Contact >

Investigation Id: <Investigation Id >

There is a new communication for Investigation <Investigation Id > in your NHTSA ODI Safety Defect Investigations (SDI) portal account for your review. To log into your SDI portal account, use the following link: <https://portal.nhtsa.gov>

If you have any questions or concerns, please feel free to reach out to <Investigator name > for any technical questions and me for all others. Also, after you have reviewed the communication, if you would like to have a meeting to clarify any of the information or requests, please let me know.

Thank you for your support and cooperation.

Regards,

<Division Chief Name >

Division Chief - <Division >

<Division Chief Email >

Department of Transportation

National Highway Traffic Safety Administration

1200 New Jersey Avenue SE., Washington, DC 20590

Email: <Division Chief email >

Office: <Division Chief Phone Number >

NOTE: The manufacturer will need to resubmit the rejected file(s) as **Amended - Replacement** file(s)..

Submitting Amended Replacement Files in Response to Rejected Files (1 of 7)

NOTE: You can only amend or replace one type of file at a time (i.e., either non-confidential files or paired-confidential).

If you try to amend or replace both types at the same time, an **Unsupported File Type Combination** box will appear.

You will need to either select **Proceed with Non-Confidential files**, **Proceed with Paired-Confidential files**, **Proceed with Complete CBI**, or **Go Back**.

Unsupported File Type Combination

You have selected multiple files of different types for replacement.

- **Non-confidential Files:**
FileA_CBI.extension, FileB_CBI.extension FileC_CBI.extension
FileD_CBI.extension, FileE_CBI.extension FileF_CBI.extension
FileG_CBI.extension, FileH_CBI.extension FileI_CBI.extension
FileJ_CBI.extension, FileK_CBI.extension FileL_CBI.extension
- **Pair Confidential Files:**
FileA_Redacted.extension, FileB_Redacted.extension
FileC_Redacted.extension, FileD_Redacted.extension

Please note that you can only amend-replace one file type at a time to ensure data integrity and consistency.

Please choose one category of files to proceed with, or deselect to correct your selection:

- Proceed with Non-confidential Files
- Proceed with Paired-Confidential Files
- Proceed with Complete CBI

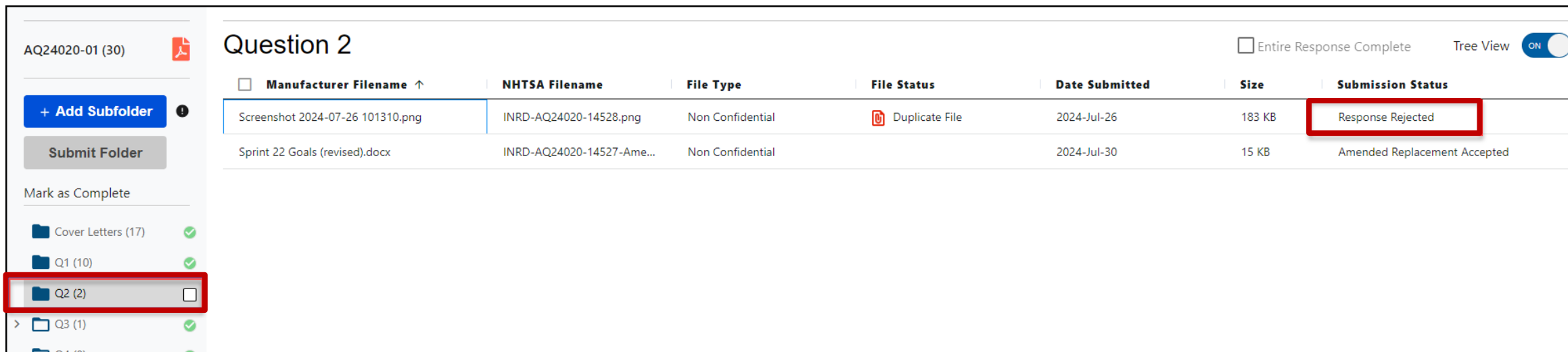
Confirm Selection

[Go back](#)

Submitting Amended Replacement Files in Response to Rejected Files (2 of 7)

NOTE: The manufacturer will need to resubmit the rejected file(s) as **Amended Replacement** file(s).

1. To resubmit a replacement file for a rejected file, select the question containing the rejected file(s) that you want to resubmit.



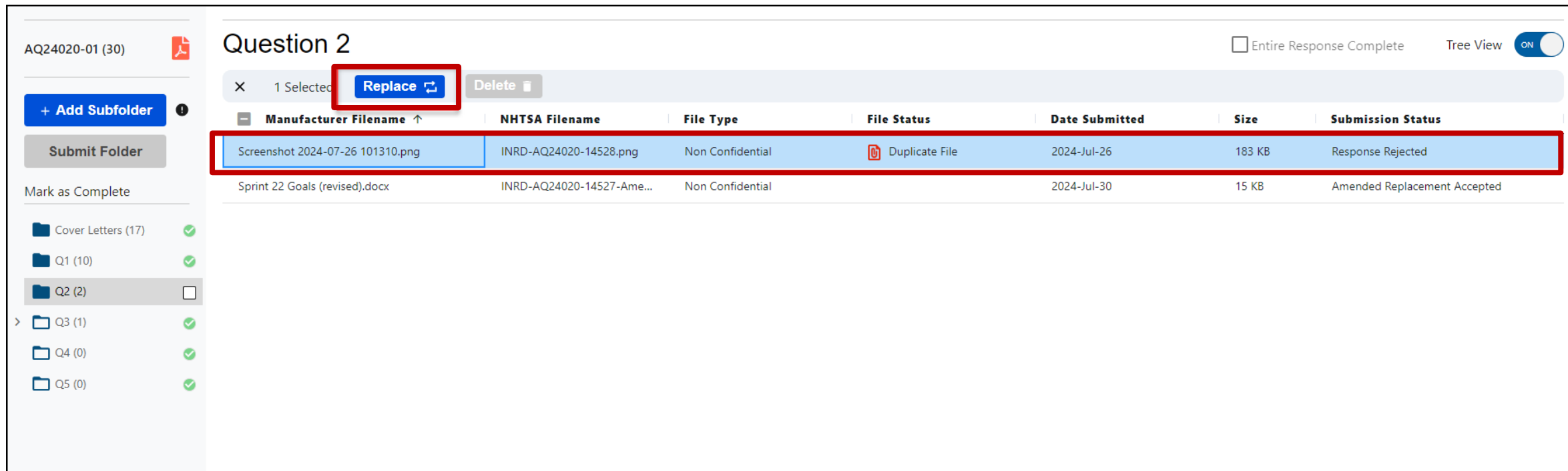
The screenshot displays the NHTSA submission interface for 'Question 2'. On the left sidebar, the folder 'Q2 (2)' is selected and highlighted with a red box. The main area shows a table of files with the following columns: Manufacturer Filename, NHTSA Filename, File Type, File Status, Date Submitted, Size, and Submission Status. The 'Response Rejected' status in the table is highlighted with a red box.

<input type="checkbox"/> Manufacturer Filename ↑	NHTSA Filename	File Type	File Status	Date Submitted	Size	Submission Status
Screenshot 2024-07-26 101310.png	INRD-AQ24020-14528.png	Non Confidential	Duplicate File	2024-Jul-26	183 KB	Response Rejected
Sprint 22 Goals (revised).docx	INRD-AQ24020-14527-Ame...	Non Confidential		2024-Jul-30	15 KB	Amended Replacement Accepted

NOTE: For folders containing a rejected file, the green checkbox next to the folder will be unchecked. In addition, the rejected files within the folder will display a **Submission Status** of “Response Rejected”.

Submitting Amended Replacement Files in Response to Rejected Files (3 of 7)

2. Click on the rejected file(s) to be replaced and then click the **Replace** button.



Question 2 Entire Response Complete Tree View

1 Selected **Replace** **Delete**

Manufacturer Filename	NHTSA Filename	File Type	File Status	Date Submitted	Size	Submission Status
Screenshot 2024-07-26 101310.png	INRD-AQ24020-14528.png	Non Confidential	Duplicate File	2024-Jul-26	183 KB	Response Rejected
Sprint 22 Goals (revised).docx	INRD-AQ24020-14527-Ame...	Non Confidential		2024-Jul-30	15 KB	Amended Replacement Accepted

Submitting Amended Replacement Files in Response to Rejected Files (4 of 7)

3. Select **Non-Confidential or Paired Confidential** button.
4. Drag and drop your **new Replacement** files into the **Replace files** box or click the **choose from folder** hyperlink to open your file explorer and select files manually.

Replace files: PE19024-01 > Q1 Non-Confidential Files Paired Confidential Files

* All files uploaded as non-confidential are subject to publication. 1 attachment(s) added

Drag files here or [choose from folder](#)

2024-05-31 Recalls DME Discovery M... Size: 39.61 KB Select file to replace Select file to replace Vehicle Information.png ×

Insert Close

NOTE: The appropriate **Replace files** box (i.e., non-confidential or paired confidential files) will appear automatically. In addition, a drop-down box containing the rejected files you selected will appear to enable you to select the file you are replacing.

Submitting Amended Replacement Files in Response to Rejected Files (5 of 7)

5. For each new file displayed, select the “file to replace” from the **Select file to replace** drop-down box.

Replace files: PE19024-01 > Q1

Non-Confidential Files Paired Confidential Files

* All files uploaded as non-confidential are subject to publication.

1 attachment(s) added

Drag files here or [choose from folder](#)

 2024-05-31 Recalls DME Discovery M... Size: 39.61 KB ✕

Select file to replace ▼
Select file to replace
Vehicle Information.png

Insert

Close

Submitting Amended Replacement Files in Response to Rejected Files (6 of 7)

6. When you are done with all the files you want to replace for a given file type within that folder, click **Insert**, wait for files to validate, and then click **Close**.

Replace files: PE19024-01 > Q1 Non-Confidential Files Paired Confidential Files

* All files uploaded as non-confidential are subject to publication. 1 attachment(s) added

Drag files here or [choose from folder](#)

2024-05-31 Recalls DME Discovery M... Size: 39.61 KB **Vehicle Information.pr**

Insert **Close**

7. Repeat steps 1 through 6, as needed, for other rejected file types and folders.

NOTE: For any folders that have been re-opened due to rejected files, users may also upload additional **Amended Supplemental** files during this time.

Submitting Amended Replacement Files in Response to Rejected Files (7 of 7)

NOTE: As each folder containing **Amended Replacement** or **Amended Supplemental** files is submitted, the amended files will have their **Submission Status** changed from “Not Submitted” to “Amendment Replacement Submitted” or “Amendment Supplemental Submitted”. Below is a table summarizing the **System File Statuses**.

Status	Description
Not Submitted	The Not Submitted status indicates that the file has been uploaded but not yet submitted for NHTSA review.
Response Submitted	The Response Submitted status indicates the file has been submitted and is awaiting NHTSA review.
Response Accepted	The Response Accepted status indicates the entire submitted response has been reviewed and accepted by NHTSA.
Response Rejected	The Response Rejected status indicates the entire submitted response has been reviewed and rejected by NHTSA.
Amendment Replacement Submitted	The Amendment Replacement Submitted status indicates an amendment to a previously submitted response has been submitted and is awaiting NHTSA review.
Amendment Replacement Accepted	The Amendment Replacement Accepted status indicates an amendment to a previously submitted response has been reviewed and accepted by NHTSA.
Amendment Replacement Rejected	The Amendment Replacement Rejected status indicates an amendment to a previously submitted response has been reviewed and rejected by NHTSA.
Amendment Supplemental Submitted	The Amendment Supplemental Submitted status indicates an additional file has been submitted for a previously submitted response and is awaiting NHTSA review.
Amendment Supplemental Accepted	The Amendment Supplemental Accepted status indicates an additional file submitted to a previously submitted response has been reviewed and accepted by NHTSA.
Amendment Supplemental Rejected	The Amendment Supplemental Rejected status indicates an additional file submitted to a previously submitted response has been reviewed and rejected by NHTSA.


Future Amended Supplemental Functionality

NOTE: NHTSA is working on a future enhancement to enable manufacturers to submit **Amended Supplemental** files to ODI until the entire IR response is complete, as needed.

NOTE: Once the **Confirm & Submit** button is clicked, the **Response Status** for each of the amended files submitted will change from “Not Submitted” to “Amended Replacement Submitted” or to “Amended Supplemental Submitted”.

ODI Acceptance of Complete IR Response Submission

1. Once investigators have received and reviewed the “Complete IR Response” submission and determine that all requested information has been submitted/resubmitted and is acceptable, they will mark the IR Response as “Accepted”.
2. Once this happens, the Information Requests - IR Record **Status** will change to Response Accepted.


Safety Defect Investigations
John Doe | Logout

Investigation Detail

[Home](#) > [Investigations](#) > PE24201

PE24201

Subject: Transmission Failure

Products: 2005 V-ICKLE Trucks

Description: There have been reported transmission failurers for the 2005 V-ICKLE Trucks.

Investigation Documents: [INOA-PE24201-14340.pdf](#) | [INOV-PE24201-14341.pdf](#)



IR Extension Memos: [PE24201-01](#) | [INRE-PE24201-10300.pdf](#)

[Investigator: Jane Smith](#)
[Division Chief: Sally May](#)

Information Requests:	NHTSA IR ID	Request	Request Type	Number of Questions	Received	Response Due ↓	Status
	PE24201-01	INIM-PE24201-14348.pdf	Manufacturer	8	2024-May-...	2024-Jun-14	Response Accepted

Publics View of Investigation Files

As the **Resume**, **Information Request (IR)**, and **Investigation Extension Request Memo** are reviewed and approved by ODI will be published to NHTSA’s website and available for public view.

August 6, 2019  NHTSA ACTION NUMBER: PE19009 

Occupant Detection System (ODS) Failure

NHTSA Action Number: PE19009

Components AIR BAGS

Opened From: August 6, 2019–January 22, 2020

Summary

The Office of Defects Investigation (ODI) opened PE19-009 to investigate 51 complaints and additional Early Warning Report (EWR) data related to allegations of front passenger seat Occupant Detection System (ODS) malfunctions in model year (MY) 2016 through 2018 Subaru Forester vehicles. These vehicles use a capacitive type ODS, which is intended to classify the occupant of the passenger seat as either full-sized, small stature, a child seat or other object. The complaints reported the ODS failed to operate properly, the SRS (Supplemental Restraint System) warning light illuminated, and/or the ODS incorrectly suppressed (turned off) the front passenger air bag when the seat was occupied by a full-sized passenger. In a frontal crash that is sufficient to warrant deployment, a suppressed air bag may increase the risk of injury to the occupant of the seat.

On August 14, 2019 ODI sent an Information Request (IR) to Subaru requesting information on the subject vehicles and MY 2014-2015 Subaru Forester vehicles.

On October 3, 2019, Subaru submitted a Defect Information Report (DIR) to NHTSA describing a safety defect in the passenger-side front airbag Occupant Detection

3 Affected Products -

6 Associated Documents -

OPENING RESUME APPROVED
[↓ INOA-PE19009-9501.PDF](#) 0.922KB

CLOSING RESUME APPROVED
[↓ INCLA-PE19009-3805.PDF](#) 0.92KB

IR TO MFR
[↓ INIM-PE19009-75921.pdf](#) 0.622KB

86134 - SUBARU 10-11-2019, LETTER TO ODI
[↓ INRL-PE19009-86134P.pdf](#) 0.225KB

86138 - SUBARU 10-11-2019, REQUEST NUMBER TWO DOCS
[↓ INRD-PE19009-86138P.pdf](#) 24.066KB

86133 - EXTENSION REQUEST AND ODI REPLY 9-20-2019
[↓ INRE-PE19009-86133P.pdf](#) 0.139KB

1 Associated Recall -

Request Research (Services fees apply)

Next Steps

- ODI will conduct 2nd Manufacturer SDI Training Session (only need to attend 1 session): Tuesday, August 6 from 9 to 11:30 am
- SDI Portal targeted to be released to manufacturers between Monday, August 12 and Wednesday, August 14
- ODI will post SDI Portal Manufacturer Training Slides on www.nhtsa.gov website (in manufacturer's section) in mid-August.
- For assistance regarding SDI Portal access, send an email to Mfrewr.Helpdesk@dot.gov
- For assistance regarding any other SDI Portal questions, send an email to odi.mist@dot.gov.



NHTSA

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

General Q & A (via Zoom Q&A)

*Office of Defects Investigation
August 1, 2024: 1:00 PM to 3:30 PM EDT
August 6, 2024: 9:00 AM to 11:30 AM EDT*