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May-July 2019

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U.S. Department
of Transportation
**National Highway
Traffic Safety
Administration**

1200 New Jersey Avenue, SE
Washington, DC 20590

CERTIFIED MAIL – RETURN RECEIPT REQUESTED

November 21, 2019

RE: Freedom of Information Act (FOIA) Request ES19-001667

This responds to your May 4, 2019 FOIA request seeking a copy of the most recent annual summary report of the Trends Analysis Division (TAD) of the Office of Defects Investigation or the most recent internal reports produced by the Trends Analysis Division if there is no annual summary report available.

Enclosed are records responsive to your request.

I have withheld records or portions of records that are exempted from the statutory disclosure requirement that contain information related to pre-decisional agency deliberation, opinions or recommendations pursuant to FOIA Exemption 5. 5 U.S.C. § 552(b)(5).


I have withheld records or portions of records containing information whose disclosure would constitute a clearly unwarranted invasion of personal privacy pursuant to FOIA Exemption 6. 5 U.S.C. § 552(b)(6).

Pursuant to 49 CFR Part 7, there is no charge for this response.

I am the person responsible for this determination. If you wish to appeal this decision, you may do so by writing to the Chief Counsel, National Highway Traffic Safety Administration, 1200 New Jersey Avenue, S.E., West Building, W41-227, Washington, DC 20590, pursuant to 49 C.F.R. § 7.32(d). Alternatively, you may submit your appeal via electronic mail to nhtsa.foia.appeal@dot.gov. An appeal must be submitted within 90 days from the date of this determination. It should contain any information and argument upon which you rely. The decision of the Chief Counsel will be administratively final.

You also have the right to seek dispute resolution services from NHTSA's FOIA Public Liaison, Mary Sprague, who may be contacted on (202) 366-3564 or by electronic mail at Mary.Sprague@dot.gov. Further dispute resolution is available through the Office of Government Information Services (OGIS). You may contact OGIS on (202) 741-5770 or by electronic mail at ogis@nara.gov.

Very Truly Yours,



Andrew J. DiMarsico
Senior Attorney

Enclosures

**Trends Analysis Division Status Report
May 2019**

Outreach Progress / Workflow

The TREAD requirements reminder letter, TREAD manufacturers and below threshold manufacturer recipient list receipt confirmation and responses are located on SharePoint:

(b)(6)

Data Compliance and Quality Workflow

Continued assisting TREAD Manufacturers, of Buses, Emergency Vehicles, Light Vehicles, Medium-Heavy Vehicles, Motorcycles, Trailers, Equipment, and Child Restraint Systems, that meet Transportation Recall Enhancement, Accountability and Documentation (TREAD) Act reporting requirements. The Act requires manufacturers to report, periodically or upon request, information received from domestic or foreign sources that may assist in the identification of safety defects. Manufacturers are required to include production numbers, incidents involving death and injury, property damage claims, warranty claims, consumer complaints and Field Reports in their quarterly submissions:

- Responding to telephone calls, and retrieving telephone messages
- Troubleshooting and reconciling problems preventing online submission, in the Advanced Retrieval, Tire, Equipment and Motor Vehicle Information System (ARTEMIS), of Aggregate, Death and Injury, and Substantially Similar Vehicle reports
- Directing manufacturers to sources of problem resolution
- Generating Missing and Rejected Submission Reports
- Emailing, and making follow-up telephone calls to manufacturers regarding Missing and/or Rejected submissions
- Processing and uploading, to ARTEMIS, submissions that manufacturers emailed to the Helpdesk
- Entering, scanning, and uploading communication updates, to ARTEMIS, received from manufacturers regarding Primary/Secondary contact information changes, etc.
- Re-setting ARTEMIS Passwords
- Chronologically recording and tracking correspondence using the eTrack (Microsoft Access Database) Compliance Helpdesk Correspondence Tracking Call Log:

Submissions Received by Email	Email - Requests for Submission	Telephone - Requests for Submission	Email - Questions, Answers Assistance	Telephone Calls - Updates Questions Assistance	Accepted Submissions	Rejected Submissions
142	119	10	140	9	125	45

Received two Email requests for assistance regarding recalls, resolved by providing the Recall Helpdesk Telephone Number and email address.

Updated TREAD/EWR manufacturer account contact for Ferrari.
Consolidating TREAD/EWR manufacturer accounts into one account for DTNA, working on an IT solution to address this issue.

The Biweekly Missing and Rejected Reports are located on SharePoint:

(b)(6)

EWR data quality issues assessed (Rec #4):

(b)(5)

Quarterly aggregate table production

- (b)(5)

Data activities

- (b)(5)
-
-
-
-
- Uploaded 289 DI responses from 2018Q4.

Field Report Review, Annotation, Screening and Referral Progress / Work Flow

Continued reviewing and annotating Field Reports (Bayesian Filter Score <2, 2-3) to ensure language that is considered of interest to investigators is not being missed by the Bayesian Filter scoring. Assigned a No set for Bayesian Filter Training to reports that did not contain language requiring further investigation and contractor selected ODI review for reports that needed further investigation.

2018 Q3			2018 Q4		
Received	Reviewed / Annotated	Outstanding	Received	Reviewed / Annotated	Outstanding
1825	1563	262	2113	287	1826

Continued reviewing and annotating Field Reports (Bayesian Filter Score >3), and Field Reports marked for ODI Review, assigning a Yes or No set for Bayesian Filter Training, screening the Field Reports for potential safety issues/trends, searching the ARTEMIS database for documentation (Technical Service Bulletins, Complaints, etc.), to identify and substantiate safety issues/trends found in the Field Reports, and notating the potential safety issues/trends in the EWR Potential Issues Tracking Spreadsheet stored on II Drive: /NVS/Enforcement/ODI/BLF EWR Support, and located on SharePoint:

(b)(6)

(b)(5)

2017 Q3			2017Q4			2018 Q1		
Received	Screened	Outstanding	Received	Screened	Outstanding	Received	Screened	Outstanding
6277	6274	3	5564	4601	963	2336	362	1974

2018 Q2		2018 Q3				2018 Q4		
Received	Screened	Received	Screened	Outstanding	Outstanding	Received	Screened	Outstanding
1936	212	3390	575	2815	1668	3390	575	2815

Field Report Death, Injury, and Fire Directive

Field report reviewers continued to notify the TAD Chief of any Field Reports identified as indicating or alleging an injury(s), death(s), or fire, via email, within one (1) business day of review. Communication(s) include information on the make, model, model year, and type of incident. The body of the email includes a direct pathway link to the Field Report in ARTEMIS. Field Reports that indicate death, fire, or injury requiring medical attention, are highlighted. Notification is necessary whether or not incidents are identified:

(b)(5)

Death and Injury Inquiry Correspondence Tracking Progress / Workflow

The Complete Death and Injury Inquiry Selection List is located on SharePoint:

(b)(6)

Death and Injury Inquiry Letters

One Comprehensive Inquiry letter received and processed

Death and Injury Inquiry Letter Responses

Continued processing TREAD Manufacturer Responses to Death and Injury Inquiry Letters, searching the ARTEMIS database for supporting documentation (Technical Service Bulletins, Complaints, etc.).

Twenty-One (21) Death and Injury Inquiry Letter Responses Received and Processed.

DI Sequence	R C	Manufacturer	EWR ID	Y / Q	Component	Death	Injury
DI18-095 (212)	LIGHT	GM	1	2018/3	Seatbelts	1	0
DI18-095 (243)	LIGHT	GM	1	2018/3	Airbags	3	2
DI18-095 (361)	LIGHT	GM	1	2018/3	Airbags	1	0
DI18-095 (365)	LIGHT	GM	1	2018/3	Airbags	2	0
DI18_095 (367)	LIGHT	GM	1	2018/3	Airbags	1	0
DI18-095 (368)	LIGHT	GM	1	2018/3	Airbags,	1	0
DI18-095 (358)	LIGHT	GM	1	2018/3	Airbags	1	0
DI18-095 (371)	LIGHT	GM	1	2018/3	Airbags, Electrical	0	2
DI18-095 (386)	LIGHT	GM	1	2018/3	Seatbelts, Fire Related	0	1
D18-095 (394)	LIGHT	GM	1	2018/3	Airbags	0	1
DI18-095 (404)	LIGHT	GM	1	2018/3	Power Train	1	0
DI18-095 (445)	LIGHT	GM	1	2018/3	Airbags; Rollover	1	3
DI18-095 (455)	LIGHT	GM	1	2018/3	Service Foundation/ Brakes	0	1
DI18-095 (447)	LIGHT	GM	1	2018/3	Visibility	0	2
DI18-096 (459)	LIGHT	GM	1	2018/3	Airbags	0	1
DI18-095 (460)	LIGHT	GM	1	2018/3	Airbag; Fire Related	0	1
DI18-095 (480)	LIGHT	GM	1	2018/3	Airbags	1	0
DI18-108 (135)	LIGHT	HONDA	133	2018/3	Airbags	1	0
DI18-108 (203)	LIGHT	HONDA	133	2018/3	Seats	1	0
DI18-108 (285)	LIGHT	HONDA	133	2018/3	Air Bags, Speed Control	0	2
DI18-108 (387)	LIGHT	HONDA	133	2018/3	Seats	1	0
Total						16	16

Death and Injury Contractor Referrals Spreadsheet

The primary objectives of the Spreadsheet are to identify death and Injuries (DI) that warrant further attention, and identify where a manufacturer identifies an irrelevant or errant component code. For records needing further attention such referrals are to be directed to the Safety Defect Analyst assigned to the vehicle make in question, recorded and tracked in the Spreadsheet through to the outcome disposition. Records identified with irrelevant component codes are to be sent to Safety Defects Specialist, and the TAD Chief.

The Death and Injury (DI) Contractor Referrals spreadsheet is located on SharePoint:

(b)(5)

Vehicle Defect Division A (Collin Baker)

VDD Pre-Investigations, Issues, or Research

(b)(5)

(b)(5)

(b)(5)

(b)(5)

Completed TAD meeting with Ford to discuss Artemis Entry, Artemis Contacts, Production Data, Model Aliasing, Aggregate Data, Time Series, Death/Injury Data, Field Reports, Foreign Campaigns, TSBs/External Communications, and the EWR Compliance Review.

(b)(5)

(b)(5)

Vehicle Defect Division D (no SDA assigned)

(b)(5)

(b)(5)

MHDVD (Temp. Tim Igbawua)

(b)(5)

(b)(5)

(b)(5)

Foreign Recalls and Other Safety Campaigns Progress / Workflow

Continued responding to emails from manufacturers that must notify TAD, within five (5) days), when they have determined, or have received a report from a foreign government that has determined, the need for a Recall or Other Safety Campaign in a foreign country, due to a safety related defect, and or noncompliance with a Federal Motor Vehicle Safety Standard (FMVSS), with respect to a motor vehicle, item of motor vehicle equipment, or tire that is identical or substantially similar to a motor vehicle, item of motor vehicle of equipment, or tire that is sold or offered for sale in the United States:

- Entering requisite information from the Report into the Foreign Recalls Report Spreadsheet located on Network Drive: K: /NVS217/Foreign Campaigns.
- Assigning a Foreign Campaign Number (FCN), derived from an alphanumeric number identifying each report ODI receives on the Foreign Recalls Report Spreadsheet.
- Sending an email to the manufacturers acknowledging receipt of the Report within one-two (1-2) business days after receipt, including the FCN assigned to the Report. As the FCN is used to track all the information associated with the Recall it is provided to the manufacturer to use when sending supplemental information on the same Recall.
- Entering requisite information from the Report into ARTEMIS; searching for past Foreign Recall Information by Manufacturer, Product, Component, Correspondence Research Division (CRD) Information (Complaints, Pursuits, Recalls, and Technical Service Bulletin entities), as well as Field Report Information (Death, Injury, Fire, Crash, Rollover, and ODI Review attributes) and denoting this information accordingly.
- Adding supplemental information to an initial report submission to the Foreign Recalls Report Spreadsheet, entering the date the supplemental information was received, entering and highlighting the supplemental information in red ink, as appropriate.
- Sending an email to the manufacturers acknowledging receipt of the Supplemental Report, including the FCN in the Subject field of the email, using the FCN when adding the supplemental information to the manufacturer's record in ARTEMIS.
- Sending Foreign Recall Documents to the Scanning Station when completed.
- Checking the ARTEMIS Repositories to ensure the documents were scanned correctly.
- Maintaining hardcopy of all documents for eventual storage
- All foreign campaigns sent to TAD Chief for review
- TAD Chief separates foreign campaigns by VDD or MHDVD and sends them monthly to the impacted division for consideration. Totals by division for foreign campaigns listed in VDD and MHDVD sections above.

(b)(5)

EWR Manufacturer Incorrect Assignment of Tread Component Codes Tracking

Fourteen (14) incorrect codes were flagged in the spreadsheet for this reporting period.

The monthly report depicting all Field Reports with the letters CCR (for Component Code Review) in the Notes field in ARTEMIS is located under the MFR_EWR Data Enforcement section in SharePoint:

(b)(6)

Manufacturer Communication Portal

Continued assisting Manufacturers, of Buses, Emergency Vehicles, Light Vehicles, Medium-Heavy Vehicles, Motorcycles, Trailers, Equipment, and Child Restraint Systems that submitted requests and/or questions to the (new) Manufacturer Communication Portal mailbox:

- Sending Volpe emails manufacturers received that contained error messages (for resolution)
- Sending Volpe manufacturer requests for Contact information updates (request complies with Volpe template)
- Emailing manufacturers requesting they provide additional information (request does not comply with Volpe template)
- Emailing manufacturers thanking them for their requests, letting them know request is being processed
- Working on product table update requests (when product is added, notifying manufacturers)
- Emailing manufacturers with questions regarding use of TSB@dot.gov or the MC@dot.gov the following message: "NHTSA recommends that manufacturers use the MCP to submit copies of their communications to dealers, rental companies, owners, or purchasers about a defect or noncompliance, rather than submitting them via email."
- Emailing manufacturers with questions regarding their having nothing to report the following message: "Please continue to submit via email if you have nothing to report as our system does not currently allow companies to state they have nothing to report through the portal."
- Populating a Spreadsheet with messages received from manufacturers that the Team needs assistance in answering.

Number Requests Received	Number Sent to Volpe	Number Resolved	Number Forwarded to TAD Chief for Resolution
554	10	493	3

Projects and Other Work

(b)(5)

- Scheduled TAD Tread Data Review Meetings with Toyota and Honda in June 2019.

(b)(5)

(b)(5)

- Responded to a request from Reuters' about manufacturer communications.
- Hired new Safety Defect Analyst: Collin Baker.
- Conducted stakeholder meetings with E3 and representatives from TAD and select VDD representatives to determine training needs and impact of Artemis modernization.

(b)(5)

- Interviewed candidates for a detail position in TAD.

Staff Training

- Landon Hall, Tim Igbawua, Leo Yon, and Shirong Wei completed Transit Benefit Integrity Awareness Training.
- Leo Yon, Tanya Topka, and Elena Sonsev attended Tableau education sessions.
- Tanya completed the Introduction to Management training at the Graduate School in DC.

Future Work Projects

(b)(5)

Completed 6/21/2019 Stored at

(b)(5)

**Trends Analysis Division Status Report
June 2019**

Outreach Progress / Workflow

Continued to update eTrack and the Spreadsheets for TREAD data

The TREAD requirements reminder letter, TREAD manufacturers and below threshold manufacturer recipient list receipt confirmation and responses are located on SharePoint:

(b)(6)

Data Compliance and Quality Workflow

Continued assisting TREAD Manufacturers, of Buses, Emergency Vehicles, Light Vehicles, Medium-Heavy Vehicles, Motorcycles, Trailers, Equipment, and Child Restraint Systems, that meet Transportation Recall Enhancement, Accountability and Documentation (TREAD) Act reporting requirements. The Act requires manufacturers to report, periodically or upon request, information received from domestic or foreign sources that may assist in the identification of safety defects. Manufacturers are required to include production numbers, incidents involving death and injury, property damage claims, warranty claims, consumer complaints and Field Reports in their quarterly submissions:

- Responding to telephone calls, and retrieving telephone messages
- Troubleshooting and reconciling problems preventing online submission, in the Advanced Retrieval, Tire, Equipment and Motor Vehicle Information System (ARTEMIS), of Aggregate, Death and Injury, and Substantially Similar Vehicle reports
- Directing manufacturers to sources of problem resolution
- Generating Missing and Rejected Submission Reports
- Emailing, and making follow-up telephone calls to manufacturers regarding Missing and/or Rejected submissions
- Processing and uploading, to ARTEMIS, submissions that manufacturers emailed to the Helpdesk
- Entering, scanning, and uploading communication updates, to ARTEMIS, received from manufacturers regarding Primary/Secondary contact information changes, etc.
- Re-setting ARTEMIS Passwords
- Chronologically recording and tracking correspondence using the eTrack (Microsoft Access Database) Compliance Helpdesk Correspondence Tracking Call Log;

Submissions Received by Email	Email - Requests for Submission	Telephone - Requests for Submission	Email - Questions, Answers Assistance	Telephone Calls - Updates Questions Assistance	Accepted Submissions	Rejected Submissions
79	104	7	133	5	25	16

Received five Email requests for assistance regarding recalls, resolved by providing the Recall Helpdesk Telephone Number and email address. Received one telephone request for assistance regarding recalls, resolved by providing the Recall Helpdesk contact information.

Added one EWR ID account per request by applicant.

The Biweekly Missing and Rejected Reports are located on SharePoint:

(b)(6)

EWR data quality issues assessed (Rec #4):

- Added a 2018Q4 injury to the 2019Q1 DI request for GM for (b)(6) Firm was contacted and elected to have it added to the latest request.

-
-
-
-
-
-
-

(b)(5)

Quarterly aggregate table production

(b)(5)

Data activities

(b)(5)

Contractors Field Report Review, Annotation, Screening and Referral Progress / Work Flow

Contractors continued reviewing and annotating Field Reports (Bayesian Filter Score <2, 2-3) to ensure language that is considered of interest to investigators is not being missed by the Bayesian Filter scoring. Assigned a No set for Bayesian Filter Training to reports that did not contain language requiring further investigation and contractor selected ODI review for reports that needed further investigation.

2018 Q4		
Received	Screened	Outstanding
2113	538	1575

Contractors continued reviewing and annotating Field Reports (Bayesian Filter Score >3), and Field Reports marked for ODI Review, assigning a Yes or No set for Bayesian Filter Training, screening the Field Reports for potential safety issues/trends, searching the ARTEMIS database for documentation (Technical Service Bulletins, Complaints, etc.), to identify and substantiate safety issues/trends found in the Field Reports, and notating the potential safety issues/trends in the EWR Potential Issues Tracking Spreadsheet stored on H Drive: /NVS/Enforcement/ODI/BLF EWR Support, and located on SharePoint:

(b)(6)

Field report reviewers continued to notify the TAD Chief of any Field Reports identified as indicating or alleging an injury(s), death(s), or fire, via email, within one (1) business day of review. Communication(s) include information on the make, model, model year, and type of incident. The body of the email includes a direct pathway link to the Field Report in ARTEMIS. Field Reports that indicate death, fire, or injury requiring medical attention, are highlighted. Notification is necessary whether or not incidents are identified.

(b)(5)

2017 Q4			2018Q1		
Received	Screened	Outstanding	Received	Screened	Outstanding
5564	5513	51	2336	732	1604

2018 Q2			2018 Q3			2018 Q4		
Received	Screened	Outstanding	Received	Screened	Outstanding	Received	Screened	Outstanding
1936	458	1478	2005	728	1277	3390	608	2782

Death and Injury Inquiry Correspondence Tracking Progress / Workflow

The Complete Death and Injury Inquiry Selection List is located on SharePoint:

(b)(6)

Death and Injury Inquiry Letters

Twenty-seven (27) Death and Injury letters received and processed

One Comprehensive Inquiry letter received and processed

Identified the DI selection list and added fatal incidents, VIN matches, and select injury incidents involving ADAS features and air bags.

Death and Injury Inquiry Letter Responses

Continued processing TREAD Manufacturer Responses to Death and Injury Inquiry Letters, searching the ARTEMIS database for supporting documentation (Technical Service Bulletins, Complaints, etc.).

Eight (8) Death and Injury Inquiry Letter Responses Received and Processed.

DI Sequence	R C	Manufacturer	EWR ID	Y / Q	Component	Death	Injury
DI18-110(164)	Light	Toyota	164	2018/3	Service Foundation Brakes, Speed Control	0	1
DI18-110(182)	Light	Toyota	164	2018/3	Service Foundation Brakes, Speed Control	0	1
DI18-110(232)	Light	Toyota	164	2018/3	Engine and Engine Cooling, Speed Control	0	1
DI18-110(326)	Light	Toyota	164	2018/3	Speed Control	0	2
DI18-110(358)	Light	Toyota	164	2018/3	Airbags	0	2
DI18-110(383)	Light	Toyota	164	2018/3	Speed Control, Power Train	0	1
DI18-110(450)	Light	Toyota	164	2018/3	Service Foundation Brakes	0	2
DI18-110(488)	Light	Toyota	164	2018/3	Speed Control	0	1
Total						0	11

Death and Injury Contractor Referrals Spreadsheet

The primary objectives of the Spreadsheet are to identify death and Injuries (DI) that warrant further attention, and identify where a manufacturer identifies an irrelevant or errant component code. For records needing further attention such referrals are to be directed to the Safety Defect Analyst assigned to the vehicle make in question, recorded and tracked in the Spreadsheet through to the outcome disposition. Records identified with irrelevant component codes are to be sent to Safety Defects Specialist, and the TAD Chief.

The Death and Injury (DI) Contractor Referrals spreadsheet is located on SharePoint:

(b)(6)

(b)(6)

Vehicle Defect Division A (Collin Baker)

(b)(5)

VDD Pre-Investigations, Issues, or Research

(b)(5)

(b)(5)

Vehicle Defect Division B (Lanuan Tran)

VDD Pre-Investigations, Issues, or Research

(b)(5)

(b)(5)

(b)(5)

Vehicle Defect Division C (Tim Igbawua)

VDD Pre-Investigations, Issues, or Research

(b)(5)

(b)(5)

Vehicle Defect Division D (no SDA assigned)

(b)(5)

VDD Pre-Investigations, Issues, or Research

(b)(5)

(b)(5)

(b)(5)

MHDVD (Temp. Tim Igbawua)

VDD Pre-Investigations, Issues, or Research

(b)(5)

(b)(5)

Foreign Recalls and Other Safety Campaigns Progress / Workflow

Continued responding to emails from manufacturers that must notify TAD, within five (5) days), when they have determined, or have received a report from a foreign government that has determined, the need for a Recall or Other Safety Campaign in a foreign country, due to a safety related defect, and or noncompliance with a Federal Motor Vehicle Safety Standard (FMVSS), with respect to a motor vehicle, item of motor vehicle equipment, or tire that is identical or substantially similar to a motor vehicle, item of motor vehicle of equipment, or tire that is sold or offered for sale in the United States:

- Entering requisite information from the Report into the Foreign Recalls Report Spreadsheet located on Network Drive: K: /NVS217/Foreign Campaigns.
- Assigning a Foreign Campaign Number (FCN), derived from an alphanumeric number identifying each report ODI receives on the Foreign Recalls Report Spreadsheet.
- Sending an email to the manufacturers acknowledging receipt of the Report within one-two (1-2) business days after receipt, including the FCN assigned to the Report. As the FCN is used to track all the information associated with the Recall it is provided to the manufacturer to use when sending supplemental information on the same Recall.
- Entering requisite information from the Report into ARTEMIS; searching for past Foreign Recall Information by Manufacturer, Product, Component, Correspondence Research Division (CRD) Information (Complaints, Pursuits, Recalls, and Technical Service Bulletin entities), as well as Field Report Information (Death, Injury, Fire, Crash, Rollover, and ODI Review attributes) and denoting this information accordingly.
- Adding supplemental information to an initial report submission to the Foreign Recalls Report Spreadsheet, entering the date the supplemental information was received, entering and highlighting the supplemental information in red ink, as appropriate.
- Sending an email to the manufacturers acknowledging receipt of the Supplemental Report, including the FCN in the Subject field of the email, using the FCN when adding the supplemental information to the manufacturer's record in ARTEMIS.
- Sending Foreign Recall Documents to the Scanning Station when completed.
- Checking the ARTEMIS Repositories to ensure the documents were scanned correctly.
- Maintaining hardcopy of all documents for eventual storage
- All foreign campaigns sent to TAD Chief for review
- TAD Chief separates foreign campaigns by VDD or MHDVD and sends them monthly to the impacted division for consideration. Totals by division for foreign campaigns listed in VDD and MHDVD sections above.

(b)(5)

EWR Manufacturer Incorrect Assignment of Tread Component Codes Tracking

None reported this month.

The monthly report depicting all Field Reports with the letters CCR (for Component Code Review) in the Notes field in ARTEMIS is located under the MFR_EWR Data Enforcement section in SharePoint:

Manufacturer Communication Portal

Continued assisting Manufacturers, of Buses, Emergency Vehicles, Light Vehicles, Medium-Heavy Vehicles, Motorcycles, Trailers, Equipment, and Child Restraint Systems that submitted requests and/or questions to the (new) Manufacturer Communication Portal mailbox.:

- Sending manufacturer requests for new accounts to Volpe for resolution, updating contact information in ARTEMIS prior to transmission, where appropriate
- Answering questions; directing manufacturers to sources of problem resolution
- Responding to Product Table Update requests and informing manufacturers when the Product has been added to ARTEMIS
- Forwarding emails the Helpdesk could not resolve to the TAD Chief for resolution

Number Requests Received	Number Sent to Volpe	Number Resolved*	Number Forwarded to TAD Chief for Resolution
118	6	115	3

*New Account, Account Services, Questions Answered, IT Support, Other

Projects and Other Work

- Presented information about TAD and TREAD reporting requirements at the RVIA (RV Industry Association) Meeting at NHTSA.
- [Redacted] (b)(5)
- [Redacted] (b)(5) Beth Wolte was selected for the detail.
- [Redacted] (b)(5)
- Guidance to industry developed by TAD and E3 was posted online and emailed to all EWR contacts.
- [Redacted] (b)(5)
- [Redacted] (b)(5)
- Worked on aggregate analysis, outliers, and displaying results in Artemis modernization.
- [Redacted] (b)(5)
- News about new EWR portal document was emailed to industry and posted on the NHTSA EWR site. TAD developed this document with assistance from E3.
- [Redacted] (b)(5)

Staff Training

- Tanya Topka and Tim Igbawua attended the Cybersecurity: Introduction for Automobiles training by SAE.
- Collin Baker started in TAD and received instruction from Tim Igbawua, Tanya Topka, Landon Hall, Leo Yon, and Shirong Wei.
- Tanya Topka, Tim Igbawua, and Landon Hall trained NHTSA staff on TAD, TREAD and MAP-21 reporting, how TAD supports ODI investigations, and the statistical methods used by TAD on June 11th and June 18th. There were 52 attendees between the two training sessions with attendees from most divisions within NHTSA.
- Tanya Topka attended the US DOT Safety Summit.
- Landon Hall and Tim Igbawua attended the Crash Investigation 101 course at NTSB.

- Tanya Topka, Elena Sonsev, and Leo Yon attended the Big Data Webinar provided by Volpe.
- Tim Igbawua attended the Issue Escalation training by ODI.
- Tim Igbawua attend the Fleet Cross Training by DOT.
- Tanya Topka and Collin Baker attended a demonstration on Audi's E-Tron side mirrors and ADAS features.
- Collin Baker completed the Transit Benefit Recertification training.

Future Work Projects

(b)(5)

Completed 7/17/2019

(b)(5)

**Trends Analysis Division Status Report
July 2019**

Outreach Progress / Workflow

The TREAD requirements reminder letter, TREAD manufacturers and below threshold manufacturer recipient list receipt confirmation and responses are located on SharePoint:

(b)(6)

Data Compliance and Quality Workflow

Continued assisting TREAD Manufacturers, of Buses, Emergency Vehicles, Light Vehicles, Medium-Heavy Vehicles, Motorcycles, Trailers, Equipment, and Child Restraint Systems, that meet Transportation Recall Enhancement, Accountability and Documentation (TREAD) Act reporting requirements. The Act requires manufacturers to report, periodically or upon request, information received from domestic or foreign sources that may assist in the identification of safety defects. Manufacturers are required to include production numbers, incidents involving death and injury, property damage claims, warranty claims, consumer complaints and Field Reports in their quarterly submissions:

- Responding to telephone calls, and retrieving telephone messages
- Troubleshooting and reconciling problems preventing online submission, in the Advanced Retrieval, Tire, Equipment and Motor Vehicle Information System (ARTEMIS), of Aggregate, Death and Injury, and Substantially Similar Vehicle reports
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- Processing and uploading, to ARTEMIS, submissions that manufacturers emailed to the Helpdesk
- Entering, scanning, and uploading communication updates, to ARTEMIS, received from manufacturers regarding Primary/Secondary contact information changes, etc.
- Re-setting ARTEMIS Passwords
- Chronologically recording and tracking correspondence using the eTrack (Microsoft Access Database) Compliance Helpdesk Correspondence Tracking Call Log:

Submissions Received by Email	Email - Requests for Submission	Telephone - Requests for Submission	Email - Questions, Answers Assistance	Telephone Calls - Updates Questions Assistance	Accepted Submissions	Rejected Submissions
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(b)(5)

Received seven Email requests for assistance regarding recalls, resolved by providing the Recall Helpdesk Telephone Number and email address. Received one telephone request for assistance regarding recalls, resolved by providing the Recall Helpdesk Telephone Number and email address.

The Biweekly Missing and Rejected Reports are located on SharePoint:

(b)(6)

EWR data quality issues assessed (Rec #4):

- Identified incorrect manufacturer association for a foreign campaign and corrected it.

(b)(5)

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(b)(5)

Quarterly aggregate table production

(b)(5)

Data activities

(b)(5)

Field Report Pilot Project Conducted by Cyberbahn

(b)(5)

(b)(5)

Field Report Death, Injury, and Fire Directive

Field report reviewers continued to notify the TAD Chief of any Field Reports identified as indicating or alleging an injury(s), death(s), or fire, via email, within one (1) business day of review. Communication(s) include information on the make, model, model year, and type of incident. The body of the email includes a direct pathway link to the Field Report in ARTEMIS. Field Reports that indicate death, fire, or injury requiring medical attention, are highlighted. Notification is necessary whether or not incidents are identified:

(b)(5)

Field Report Review, Annotation, Screening and Referral Progress / Work Flow

Continued reviewing and annotating Field Reports (Bayesian Filter Score <2, 2-3) to ensure language that is considered of interest to investigators is not being missed by the Bayesian Filter scoring. Assigned a No set for Bayesian Filter Training to reports that did not contain language requiring further investigation and contractor selected ODI review for reports that needed further investigation.

2018 Q4			2019 Q1		
Received	Reviewed / Annotated	Outstanding	Received	Reviewed / Annotated	Outstanding
2113	818	1295	1932	221	1711

Continued reviewing and annotating Field Reports (Bayesian Filter Score >3), and Field Reports marked for ODI Review, assigning a Yes or No set for Bayesian Filter Training, screening the Field Reports for potential safety issues/trends, searching the ARTEMIS database for documentation (Technical Service Bulletins, Complaints, etc.), to identify and substantiate safety issues/trends found in the Field Reports, and notating the potential safety issues/trends in the EWR Potential Issues Tracking Spreadsheet stored on H Drive: /NVS/Enforcement/ODI/BLF EWR Support, and located on SharePoint:

(b)(6)

(b)(5)

2017 Q4		
Received	Screened	Outstanding
5564	5513	51

2018 Q1			2018 Q2			2018 Q3		
Received	Screened	Outstanding	Received	Screened	Outstanding	Received	Screened	Outstanding
2336	762	1574	1936	641	1295	2005	771	1234
2018 Q4			2019 Q1					

Received	Screened	Outstanding	Received	Screened	Outstanding
3390	639	2751	2408	700	1708

Death and Injury Inquiry Correspondence Tracking Progress / Workflow

The Complete Death and Injury Inquiry Selection List is located on SharePoint:

(b)(6)

Death and Injury Inquiry Letters

One (1) Death and Injury letter sent this month.
No Comprehensive Inquiry letters submitted or received this month.

Death and Injury Inquiry Letter Responses

Continued processing TREAD Manufacturer Responses to Death and Injury Inquiry Letters, searching the ARTEMIS database for supporting documentation (Technical Service Bulletins, Complaints, etc.).

Fifteen (15) Death and Injury Inquiry Letter Responses Received and Processed.

DI Sequence	R C	Manufacturer	EWR ID	Y / Q	Component	Death	Injury
DI18-110(493)	Light	Toyota	164	2018/3	Airbags, Speed Control	0	1
DI18-110(501)	Light	Toyota	164	2018/3	Structure	0	1
DI18-110(514)	Light	Toyota	164	2018/3	Seatbelts	0	1
DI18-110(528)	Light	Toyota	164	2018/3	Airbags	0	1
DI18-110(39)	Light	Toyota	164	2018/3	Service Foundation/Brake	2	3
DI18-110(500)	Light	Toyota	164	2018/3	Airbags	2	0
DI18-110(508)	Light	Toyota	164	2018/3	Airbags, Lane Departure, Forward Collision	0	6
DI18-110(555)	Light	Toyota	164	2018/3	Seats	0	1
DI18-095(212)	Light	GM	1	2018/3	Seatbelt	1	0
DI18-108(135)	Light	Honda	133	2018/3	Airbags	1	1
DI18-110(703)	Light	Toyota	164	2018/3	Steering	0	1
DI18-095(407)	Light	GM	1	2018/3	Steering, Airbags, Brakes	0	2
DI18-110(670)	Light	Toyota	164	2018/3	Power Train, Airbags, Speed Control	0	2
DI18-110(672)	Light	Toyota	164	2018/3	Structure	0	1
DI19-040(9)	Light	BMW	15	2019/1	Structure	1	0
Total						7	21

Death and Injury Contractor Referrals Spreadsheet

The primary objectives of the Spreadsheet are to identify death and Injuries (DI) that warrant further attention, and identify where a manufacturer identifies an irrelevant or errant component code. For records needing further attention such referrals are to be directed to the Safety Defect Analyst assigned to the vehicle make in question, recorded and tracked in the Spreadsheet through to the outcome disposition. Records identified with irrelevant component codes are to be sent to Safety Defects Specialist, and the TAD Chief.

The Death and Injury (DI) Contractor Referrals spreadsheet is located on SharePoint:

(b)(6)

Vehicle Defect Division A (Collin Baker)

VDD Pre-Investigations, Issues, or Research

(b)(5)

[Redacted]

(b)(5)

Vehicle Defect Division B (Landon Hall) (Beth Wolfe for Child Restraints)

VDD Pre-Investigations, Issues, or Research

(b)(5)

[Redacted]

(b)(5)

Vehicle Defect Division C (Tim Igbawua)

VDD Pre-Investigations, Issues, or Research

(b)(5)

[Redacted]

(b)(5)

(b)(5)

Vehicle Defect Division D (no SDA assigned)

(b)(5)

VDD Pre-Investigations, Issues, or Research

(b)(5)

(b)(5)

MHDVD (Temp. Tim Igbawua)

(b)(5)

(b)(5)

Foreign Recalls and Other Safety Campaigns Progress / Workflow

Continued responding to emails from manufacturers that must notify TAD, within five (5) days, when they have determined, or have received a report from a foreign government that has determined, the need for a Recall or Other Safety Campaign in a foreign country, due to a safety related defect, and or noncompliance with a Federal Motor Vehicle Safety Standard (FMVSS), with respect to a motor vehicle, item of motor vehicle equipment, or tire that is identical or substantially similar to a motor vehicle, item of motor vehicle of equipment, or tire that is sold or offered for sale in the United States:

- Entering requisite information from the Report into the Foreign Recalls Report Spreadsheet located on Network Drive: K: /NVS217/Foreign Campaigns.
- Assigning a Foreign Campaign Number (FCN), derived from an alphanumeric number identifying each report ODI receives on the Foreign Recalls Report Spreadsheet.
- Sending an email to the manufacturers acknowledging receipt of the Report within one-two (1-2) business days after receipt, including the FCN assigned to the Report. As the FCN is used to track all the information associated with the Recall it is provided to the manufacturer to use when sending supplemental information on the same Recall.
- Entering requisite information from the Report into ARETMIS; searching for past Foreign Recall Information by Manufacturer, Product, Component, Correspondence Research Division (CRD) Information (Complaints, Pursuits, Recalls, and Technical Service Bulletin entities), as well as Field Report Information (Death, Injury, Fire, Crash, Rollover, and ODI Review attributes) and denoting this information accordingly.
- Adding supplemental information to an initial report submission to the Foreign Recalls Report Spreadsheet, entering the date the supplemental information was received, entering and highlighting the supplemental information in red ink, as appropriate.
- Sending an email to the manufacturers acknowledging receipt of the Supplemental Report, including the FCN in the Subject field of the email, using the FCN when adding the supplemental information to the manufacturer's record in ARTEMIS.
- Sending Foreign Recall Documents to the Scanning Station when completed.
- Checking the ARTEMIS Repositories to ensure the documents were scanned correctly.
- Maintaining hardcopy of all documents for eventual storage
- All foreign campaigns sent to TAD Chief for review
- TAD Chief separates foreign campaigns by VDD or MHDVD and sends them monthly to the impacted division for consideration. Totals by division for foreign campaigns listed in VDD and MHDVD sections above.

(b)(5)

(b)(5)

EWR Manufacturer Incorrect Assignment of Tread Component Codes Tracking

Ten incorrect codes were flagged in the spreadsheet for this reporting period.

The monthly report depicting all Field Reports with the letters CCR (for Component Code Review) in the Notes field in ARTEMIS is located under the MFR_EWR Data Enforcement section in SharePoint:

(b)(6)

Manufacturer Communication Portal

EWR Helpdesk Team began responding to emails submitted to the MC Mailbox and phone calls to the MCP Helpdesk:

- Sending Volpe emails manufacturers received that contained error messages (for resolution)
- Sending Volpe manufacturer requests for Contact information updates (request complies with Volpe template)
- Emailing manufacturers requesting they provide additional information (request does not comply with Volpe template)
- Responding to product table update requests and informing manufacturers when the product(s) have been added to ARTEMIS
- Emailing manufacturers with questions regarding their having nothing to report the following message: "Please continue to submit via email if you have nothing to report as our system does not currently allow companies to state they have nothing to report through the portal."
- Forwarding emails the Helpdesk could not resolve to the TAD Chief for resolution
- Populating a Spreadsheet with messages received from manufacturers that the Team needs assistance in answering

Number Requests Received	Number Sent to Volpe	Number Resolved*	Number Forwarded to TAD Chief for Resolution
48	4	48	0

*New Account, Account Services, Questions Answered, IT Support, Other

Projects and Other Work

- (b)(5)
- Created an organizational chart for TAD including contractors and roles.
- Created a new summary sheet for SDA in child restraints to be used for all product areas starting this quarter.
- (b)(5)
- (b)(5)
- Obtained correct forms necessary and began preparing those for PRA process and FR notice.
- (b)(5)
- (b)(5)

- (b)(5)
- Addressed questions about the Manufacturer Communication portal.
- Completed document gathering for FOIA #ES19-002354.
- Defined roles of statisticians.
- (b)(5)
- Added DI requests for injuries reported due to ADAS features.
- Completed division organizational chart with contract staff and duties.
- (b)(5)
- BVM survey data storage with VRTC.

Staff Training

- Elena Sonsev, Shirong Wei, Tanya Topka, and Collin Baker attended the Excel training session.
- Elena Sonsev attended the FEW conference.
- Collin Baker and Elena Sonsev attended the MS Access training course.
- Beth Wolfe, Landon Hall, and Collin Baker attended the Defect Law presentation.
- Tim Igbawua, Shirong Wei, Leo Yon, and Collin Baker provided training to Beth Wolfe on ARTEMIS, TREAD reporting, and field report review.

Future Work Projects

(b)(5)

Completed 8/2/2019 Stored at: (b)(5)