Field Report Submissions

What to Submit

NHTSA/ODI will accept electronic field report files **only** when contained and compressed in a ZIP archive file that conforms to the Field Report Container File ID naming conventions described in Table B-1. The Manufacturers must use the Zip archive format for compressing and packaging the EWR Field Report submissions. The Artemis system uses the zip/container file name along with the field report file name to associate the field report file with the manufacturer and other submission information such as reporting period, reporting category etc.

Manufacturers must consider the following items while preparing the field report submissions:

- Manufacturers may include more than one field report file within each Zip archive

- Field report files must be greater than zero bytes in size

- Folders and/or directory path information is not allowed within the zip/container file

- ZIP files within the zip/container file are not allowed. Only allowed file types within the zip/container are given under File Extension section in Table B-3.

Note: The ZIP file utility is available from multiple vendors, some of which are delineated below:

WINZIP	(http://www.winzip.com)
PKZIP	(http://www.pkware.com)

Where to submit

NHTSA provides the following dedicated secure FTP (SFTP) server for field report submissions:

Field Report SFTP Server:	**ARTFRSFTP.ODI.NHTSA.DOT.GOV**

Manufacturers **must only** submit their field report submissions to the field report SFTP server. The system rejects Field Report submissions that are submitted to any other NHTSA SFTP servers. Similarly, any non-field report submissions that are submitted to the field report SFTP server will get rejected. Manufacturer may use the previously established EWR Account ID and the password to access the field report SFTP server.

Revisions to Field Report Submissions

Manufacturers may submit revised or additional field report submissions to NHTSA by including a new version number in the container file name. New revisions of field report submissions are only allowed when there is an earlier *accepted* version of the field report submission for a given reporting period and category. NHTSA accepts only additional or modified field report files as revisions. As part of the revised submissions, manufacturers must make sure that the container file only contains new and/or modified field report files. The container file cannot contain unmodified files that have already been accepted. NHTSA accepts up to 999 revised field report submissions for a given reporting period and category.

Field Report Container File Name Identifier

The Field Report Container File Name Identifier (ID) shall be a fixed length of 15 characters. The File Name ID is made up of various fields to uniquely identify a particular manufacturer's file, reporting period, report type, etc. The File Name ID field positions and the associated field descriptions are delineated in the following table.

Table B-1. Field Report Container File Name ID Specification

Position	Identifier	Description	Number of Characters (All Fields Required)
1	Manufacturer EWR ID	ODI-assigned unique Manufacturer EWR ID. The EWR ID must be padded to six places with leading zeroes.	6
2	Report Category*	C – Child Restraints H – Medium to Heavy Vehicle and Buses L – Light Weight Vehicle Y – Trailers M – Motorcycles	1
3	Report Year	Two-digit Report Year (Calendar Year)	2
4	Report Quarter	One-digit Report Quarter (Calendar Quarter)	1
5	Report Version	Three-digit report version. Starts with version number 001. Gaps in version number are not allowed.	3
6	Report/File Type	F- Field Report	1
7	Confidentiality Requested Indicator	A character to designate the confidentiality of the submission. C – Confidentiality Requested (the default) P – Public Document R – Redacted Submission	1

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* Only one reporting category is allowed per field report container file. You are not allowed to submit field reports for Equipment (E), Tires (T), or Low Volume Vehicles (Z).

Field Report Identifier

The Field Report file naming specifications described in this section are to be applied to individual Field Report files. The Field Report File Name must be a variable length string. All the alpha characters are to be upper case letters. The attributes of the Field Report ID are separated (delimited) with a hyphen ("-"). The length of the Field Report ID, with delimiters, should not exceed 35 characters, counting the file extension.

Note: All the field report identifier fields are required.

Document Types

Field report image files (TIF, JPG, PDF) shall not be less than 200 or more than 300 dots per inch (dpi) resolution. The following table describes the acceptable field report document types and their associated extensions:

Table B-2. Accepted Field Report Document Types

Document Type	Valid File Extension
Adobe® Portable Document Format (PDF)	PDF
Microsoft® Word	DOC
Rich Text Format (RTF)	RTF
HyperText Markup Language (HTML)	HTM or HTML
Tagged Image File Format (TIFF)	TIF
Joint Photographic Experts Group (JPEG)	JPG
Plain Text	TXT

The following table illustrates construction of the field report name.

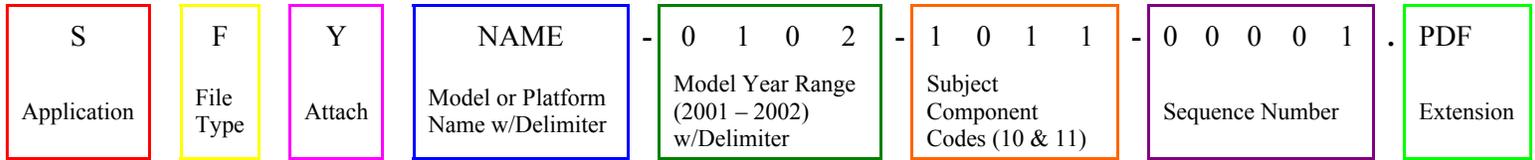Field Report Name Example: **SFYNAME-0102-1011-00001.pdf**

S	F	Y	NAME	-	0 1 0 2	-	1 0 1 1	-	0 0 0 0 1	.	PDF
Application	File Type	Attach	Model or Platform Name w/Delimiter		Model Year Range (2001 – 2002) w/Delimiter		Subject Component Codes (10 & 11)		Sequence Number		Extension

Table B-3. Field Report File Name Convention

Character Position	Identifier	Description	Required Number of Characters
1	Application	One character, as follows: S - Single Model P – Single Platform (Light Vehicles) M – Multiple Models or Platforms	1

2	File Type	One character to designate the type of file:
		  F – Field Reports in English
		  X – Field Reports in Foreign Language
		       (skip OCR process for these reports)
		  S – English Summary of Foreign language
		       Field Reports
		  T – Transcription
			1

3	Attachment Indicator	Y or N. If "Y" and you wish to include the attachment, combine it with the associated Field Report.	1
4	Model or Platform Name	Identifies one model or platform referenced in the field report. Truncation of a name is allowed. **Note**: Abbreviations or spaces are not allowed. Only <u>one</u> hyphen ("-") is acceptable in model or platform names.	1 to 10
Insert Delimiter "-"			
5	Model Year Range	The first two characters in the range represent the earliest model or product year referenced in the report. The next two characters represent the latest model or product year referenced in the report. ("0103" references 2001-2003). The first model year in the range must be equal to or less than the second year in the range. Model years can be between +3 and –20 of current reporting year.	4

Character Position	Identifier	Description	Required Number of Characters
Insert Delimiter "-"			
6	Component(s)	Two-digit component or system number (from aggregate sheet). The Component code must be applicable for the subject-reporting category. Single digit component codes must be zero padded. Up to 5 components may be referenced. **Note**: Codes "98" and "99" are not permitted.	2 to 10 (must be even number of characters)
Insert Delimiter "-"			
7	Sequence Number	The Sequence Number is used to uniquely identify the file contained in the ZIP archive. This Number must be unique within a container file and must start with 1. Gaps in Sequence Numbers are not permitted.	5
	Acceptable File Extensions	PDF, TIF, TXT, DOC, RTF, JPG, HTML, HTM	

The following examples show how the field report naming convention would be applied:

a. Single year, model, and component – representing a single model and model year with a component code "07" and no attachment:

   SFNMODELNAME-0101-07-00001.PDF

b. Single year, model, and multiple components - representing a single model and model year with multiple component codes "07, 08, 09" and no attachment:

   SFNMODELNAME-0101-070809-00001.PDF

c. Multiple year, multiple model, and multiple components - representing multiple models using platform designation over multiple model years (2001 and 2002) with multiple component codes "07, 08, 09" and no attachment:

   MFNPLATFORM-0102-070809-00001.PDF

d. Multiple year, multiple model, and multiple components with attachment - representing multiple models using platform designation over multiple model years (2001 and 2002) with multiple component codes "07, 08, 09", and containing an attachment:

   MFYPLATFORM1-0102-070809-00001.PDF
   MFYMODELNAME1-0102-070809-00002.PDF

Note: Designation of a field report attachment does not mean the attachment is, or has to be, submitted.

When a field report contains multiple models not related by platform designation, multiple platforms, or combinations of models and platforms, the manufacturer is to specify in the Application Identifier (1st character M) that the field report pertains to more than one platform or model combination and identify one of the models affected.