

FARS Manifest

User Manual for FARS Analysts

Review a fatal crash, code the FARS-only elements, and send it to NHTSA - all in one place, with the full case file in front of you.

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Bad Marine LLC

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1. Welcome to FARS Manifest

1.1 What FARS Manifest does

FARS Manifest is where a state's FARS analyst works every fatal crash. It brings together, on one screen, everything needed to finish a FARS case:

- the **officer's report** and every other document in the fatal case (supplements, driver reports, amendments and, when they arrive, lab reports);
- the **state's own crash record**, shown in plain language with every code spelled out;
- the **FARS-only elements** NHTSA needs that a state crash report never captures, as ready-made forms with NHTSA's official code lists;
- the **Alcohol Test** for each person, which you can update whenever a lab result arrives - or at any time;
- a **Send to NHTSA** button that packages the state record together with your FARS coding.

You make each coding decision once, here, with the case in front of you, instead of researching it again inside NHTSA's systems.

1.2 How it fits with your state's crash system

FARS Manifest works alongside your state's crash intake system (the Refinery). The state system is the system of record: it receives the officer reports, builds the case, and keeps the documents. FARS Manifest reads fatal cases from it, and writes back what you do - that a case was sent, your coding, and alcohol updates.

When your state turns FARS Manifest on, the FARS tile and menu item in the state system open FARS Manifest directly, so there is only one FARS screen to work from.

Note: NHTSA's RBIS system has no connection any outside tool can use. You still key the final answers into RBIS by hand; FARS Manifest is where you decide them and keep the record of what you decided.

1.3 Who can do what

Role	What they can do
FARS Analyst	Everything on the FARS screen: log pre-reports, match fatals, mark cases not a fatal, code and send cases, handle notices, search and send cases to management.
System Admin	Everything a FARS Analyst can do, plus the NHTSA tab: maintain the NHTSA system fields (FARS elements and their code lists).

1.4 A fatal case, start to finish

1. You hear about a fatal (a trooper's call, a coroner, the news) and **log a pre-report** with whatever you know.
2. The officer's report arrives in the state system and is finished there. The crash shows up in your **Work queue**.
3. You open it, compare it with your pre-report, and **confirm the match** - or mark it **not a fatal**.

4. In the **FARS Data Studio** you review the state's record, **code the FARS-only elements**, and **Save**.
5. You **Send to NHTSA**, then key the final answers into RBIS.
6. Weeks or months later a lab **BAC report** (or any new document) is filed with the case. A **notice** tells you; you review it, update the **Alcohol Test** if federal guidelines call for it, **Retransmit**, and record the outcome.

2. Getting around

2.1 Signing in and the top bar

FARS Manifest uses the same sign-in as your state's crash system - on a live system, your own state account; you never enter a separate password. Your administrator gives you the **FARS Analyst** role (or **System Admin**, which adds the NHTSA fields). Without it you'll see "No FARS access" instead of the FARS screen.

The state's crash system checks too. Every request FARS Manifest makes carries your name, and the state system only answers for people it has given FARS access. If your account is missing there, you'll see "The state's crash system refused this for your account" - ask your administrator to add you.

The top bar is on every screen:



The top bar for a FARS Analyst

- **FARS MANIFEST** (with the logo) and **FARS** - both take you to the FARS screen, your home page.
- **FARS search** - find any crash in the state system (see section 9).
- **NHTSA** - only appears for System Admins (see section 11).
- On the right: who you are signed in as.



The top bar for a System Admin - the NHTSA tab appears

Test systems: On a test system you'll see a small DEV tag and a Switch user list next to your name. It stands in for the state's sign-in so testers can try each role. The online demo has a Try it as list instead (section 14). A live system signs you in with your state account and has neither.

2.2 Conventions used everywhere

- **[?] help tips** - instructions live behind the small ? buttons. Hover over (or tab to) one to read it.
- **Codes are always shown with their meaning**, like 01 - Blood. You never have to remember what a bare number means.
- **← Back to FARS** - every inner page has it, top left. The top bar's FARS link also always takes you home.
- **Long lists page at 50 rows**, with Prev / Next below the list.
- **Status labels** are colored: amber **Open**, green **Matched**, blue **Transmitted**. The full list is in section 12.
- **Day / Night** - the ☾ Night mode button beside the FARS heading switches the screens between dark and light (section 3.6).

3. The FARS screen

The FARS screen is your home page. The left side is for logging new pre-reports; the right side holds everything waiting for you.

FARS ← Night mode FARS search FARS Analyst DEV Switch user ...

New pre-report ?

FARS code: County:

Crash date: Location type:

Roadway: Crash type:

People ?

name: person type: restraint:

+ Add person

Notes:

Log pre-report

Notices — new documents on FARS cases 1 open ? FARS search ? Show acknowledged

RECEIVED	CRASH KEY	FARS CODE	CASE STATUS	NEW DOCUMENT
2026-09-26 18:48	226000014	202601	Ready	Amended Report — Sep 26, 2026 Review → No change

Work queue — completed, fatal-coded cases ?

CRASH DATE	COUNTY	CRASH KEY	INVOLVED	POSSIBLE MATCH
2026-09-10	Buffalo	226000071	Casey Ryan	20261 Match / review →
2026-09-25	Dawes	226000074	Bart Simpson	none Match / review →

Pre-reports (6) Transmitted (2) ?

OPENED	FARS CODE	STATUS	CRASH KEY
2026-09-28 17:48 fars-analyst	—	Open	— Match
2026-09-28 12:48 fars-analyst	20261	Open possible match (1)	— Confirm match
2026-09-01 04:00 fars-analyst	202606	Matched	226000063 Code & send to NHTSA
2026-08-22 04:00 fars-analyst	202605	Matched	226000058 Code & send to NHTSA
2026-07-04 04:00 fars-analyst	202604	Matched	226000045 Code & send to NHTSA
2026-03-12 04:00 fars-analyst	202601	Matched	226000014 Code & send to NHTSA

► Dismissed — not a fatal (1) ?

The FARS screen

3.1 Notices - new documents on FARS cases

Notices — new documents on FARS cases 1 open ?					Show acknowledged
RECEIVED	CRASH KEY	FARS CODE	CASE STATUS	NEW DOCUMENT	
2026-09-24 20:16	226000014	202601	Ready	Amended Report — Sep 25, 2026	Review → No change

A notice means a document was added to one of your matched FARS cases after you opened it - a late amendment, a supplement, or a lab BAC report that arrived weeks or months later. Notices appear for cases in any status, including cases already sent to NHTSA.

- **Received** - when the new document arrived. **Case status** - Ready (not yet sent) or Sent.
- **Review** → opens the case with the new document already open in the case file.
- **No change** records that you reviewed it and nothing needs to change, without opening the case.
- **Show acknowledged** switches to the history of handled notices, with who handled each and the outcome.

Acting on a notice is not mandatory, but recording the outcome keeps both systems in agreement. See section 8.

3.2 Work queue - completed, fatal-coded cases

Work queue — completed, fatal-coded cases ?					
CRASH DATE	COUNTY	CRASH KEY	INVOLVED	POSSIBLE MATCH	
2026-09-10	Buffalo	226000071	Casey Ryan	20261	Match / review →
2026-09-25	Dawes	226000074	Bart Simpson	none	Match / review →

These are crashes the state system finished and coded as fatal that no pre-report is matched to yet. A fatal that arrives before anyone called it in lands here, so nothing slips through.

- **Involved** - the people named on the report.
- **Possible match** - a green label with a FARS code means one of your open pre-reports lines up on county, crash date and a shared name.
- **Match / review** → (or the crash key) opens the Match this fatal page (section 5.1).

3.3 Pre-reports and Transmitted tabs

Pre-reports (8) Transmitted (0) ?				
OPENED	FARS CODE	STATUS	CRASH KEY	
2026-09-26 19:16 fars-analyst	—	Open	—	Match
2026-09-26 14:16 fars-analyst	20261	Open possible match (1)	—	Confirm match
2026-09-01 04:00 fars-analyst	202606	Matched	226000063	Code & send to NHTSA
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2026-07-04 04:00 fars-analyst	202604	Matched	226000045	Code & send to NHTSA
2026-06-18 04:00 fars-analyst	202603	Matched	226000031	Code & send to NHTSA
2026-05-02 04:00 fars-analyst	202602	Matched	226000027	Code & send to NHTSA
2026-03-12 04:00 fars-analyst	202601	Matched	226000014	Code & send to NHTSA

The **Pre-reports** tab lists every pre-report still in progress:

Status	Meaning	Action button
Open	Logged, not yet matched to a crash. "possible match (n)" means a finished crash lines up with it.	Match or Confirm match - opens the pre-report (section 5.2).
Matched	Bound to a crash case and ready for FARS coding.	Code & send to NHTSA - opens the FARS Data Studio.

Once a case is sent it moves to the **Transmitted** tab. Find one again by FARS key or crash key, or by the date it was sent (From / To). Typing a key disables the dates; **All time** clears the dates. **Retransmit** opens the case so you can send it again.

Pre-reports (8) Transmitted (0) ?					
FARS key	e.g. 20271	Crash key	e.g. 226000042	or From	mm/dd/yyyy
				To	mm/dd/yyyy
					All time
No transmitted pre-reports match that filter.					

3.4 Dismissed - not a fatal

If you ever mark a crash "not a fatal", a collapsed **Dismissed - not a fatal** section appears at the bottom of the right side. It lists each dismissed crash with the reason, who dismissed it and when. **Undo dismissal** puts it straight back in the Work queue.

3.5 The New pre-report form

New pre-report ?

FARS code: e.g. 20271 County: (unknown)

Crash date: mm/dd/yyyy Location type: (unknown)

Roadway: (unknown) Crash type: (unknown)

People ?

name person type restraint

+ Add person

Notes: source, phone/email tip, etc.

Log pre-report

Covered step by step in section 4.

3.6 Day / Night

FARS Night mode

The button beside the FARS heading switches the screen between **Night mode** (dark, the default) and **Day mode** (light) - the same choice the state system's review screens offer. The top bar stays dark either way.

FARS Day mode

New pre-report ?

FARS code: e.g. 20271 County: (unknown)

Crash date: mm/dd/yyyy Location type: (unknown)

Roadway: (unknown) Crash type: (unknown)

People ?

name person type restraint

+ Add person

Notes: source, phone/email tip, etc.

Log pre-report

Notices — new documents on FARS cases 1 open ?

RECEIVED	CRASH KEY	FARS CODE	CASE STATUS	NEW DOCUMENT
2026-09-26 18:48	226000014	202601	Ready	Amended Report — Sep 26, 2026

Work queue — completed, fatal-coded cases ?

CRASH DATE	COUNTY	CRASH KEY	INVOLVED	POSSIBLE MATCH
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2026-09-25	Dawes	226000074	Bart Simpson	none Match / review →

Pre-reports (6) Transmitted (2) ?

OPENED	FARS CODE	STATUS	CRASH KEY
2026-09-28 17:48 fars-analyst	—	Open	— Match
2026-09-28 12:48 fars-analyst	20261	Open	— possible match (1) Confirm match

The FARS screen in Day mode

- It's **one setting for the whole app**: the case page's ☾ Night / ☀ Day button (section 6.3) is the same switch, so changing either changes both.
- It's remembered on your computer, so it's still set the next time you open FARS Manifest.

4. Logging a pre-report

Log a fatal as soon as you hear about it - before any crash report exists. Everything is optional, but the more you enter, the better FARS Manifest can suggest the matching crash later.

1. On the FARS screen, fill in what you know on the **New pre-report** card:
 - **FARS code** - your own case number, if you assign one at this stage (up to 20 characters).
 - **County** and **Crash date**.
 - **Location type** (urban / rural), **Roadway**, **Crash type** - from your state's own lists.
 - **People** - name, person type (driver, passenger, pedestrian, bicyclist) and restraint use. + **Add person** adds another row; × removes one.
 - **Notes** - the source and anything else: who called, what they said.
2. Click **Log pre-report**. It appears at the top of the Pre-reports tab as **Open**.

Required: a pre-report has to say something - at least a crash date, county, FARS code, crash type, person or note. An empty one is refused.

A possible match is found by comparing county, crash date and names, so a name spelled the way the officer will write it helps most.

5. Matching a fatal to its pre-report

There are two ways in. Both end in the same place: the crash is bound to the pre-report, and the case opens for FARS coding.

5.1 From the Work queue - Match this fatal

Click **Match / review** → on a Work queue row. The officer's report fills the left half of the screen; the right half is where you decide.

Crash date: 2026-09-10

County: Buffalo

Involved: Casey Ryan

Match to a pre-report ?

Match on county + date + shared name: 20261

FARS 20261 (possible match)

What the analyst entered for 20261:

County: Buffalo

Crash date: 2026-09-10

Urban/rural: Rural

Roadway type: OtherHighway

Crash type: MV-FO

People:

- Casey Ryan — Driver, restraint Used

"Trooper Douglas called in a single-vehicle rollover on Hwy 2 west of Kearney — one confirmed fatality, next of kin not yet notified."

Confirm match

Not a fatal — reason (e.g. medical, unrelated)

reason

Reject / not a fatal

The decision panel on the Match this fatal page

- **Crash facts** at the top - crash date, county, the people involved.
- A **green banner** means a pre-report already lines up on county, date and a shared name. Still check it against the report before confirming.
- **Choose a pre-report** - possible matches are listed first. When exactly one matches, it's already selected.
- The **detail card** shows everything that was entered on the selected pre-report - county, date, location type, roadway, crash type, people and the notes - so you can read it side by side with the report.
- **Confirm match** binds them and takes you straight into the FARS Data Studio for that case.

Not a fatal

The red area at the bottom is for a crash that isn't a traffic fatality after all (for example a medical death or an unrelated cause). Type the reason, then click **Reject / not a fatal**. The crash leaves the Work queue and moves to the Dismissed section. On this page you'll then see a **Marked not a fatal** banner with who, when and why, and an **Undo dismissal** button.

If there is no pre-report: the picker says so. Log a pre-report first (section 4), then come back and match it.

5.2 From a pre-report - Possible matches

Click **Match** or **Confirm match** on an Open pre-report. The page shows what you logged, then the finished crashes that might be it:

Possible matches				
Auto-suggested from county + crash date + a matching party name on the connected source's completed cases. Never bound automatically — confirm the right one, or enter a crash key directly if you already know it from a manual search.				
Crash key	Crash date	County	Matched party	Involved
226000071	2026-09-10	Buffalo	Casey Ryan	Casey Ryan
				Check case file Confirm match
crash key, e.g. 226000071 Confirm match to this crash key				

- **Matched party** - which of your listed people matched a name on the crash. **Involved** - everyone on that crash.
- **Check case file** opens that crash's full case file right on the page - read the report before you confirm. Click again (Hide case file) to close it.
- **Confirm match** binds it and opens the FARS Data Studio.
- Already know the crash key from a search? Type it in the box below the list and click **Confirm match to this crash key**.

6. Coding a case - the FARS Data Studio

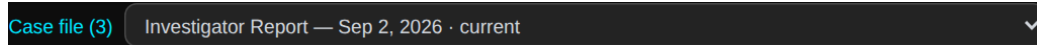
The FARS Data Studio is where you do the work. It fills the whole window and never scrolls as a page: the document pane on the left and the coding pane on the right each scroll on their own, so the report and the form stay side by side.

6.1 The top bar



- **Back to FARS**, then the crash key, crash date and county.
- The status label: **Ready for Review**, or **Sent to NHTSA** once transmitted (hover it to see when).
- **Save Coding** - saves your coding. You can save partial work and come back.
- **Send to NHTSA** - sends the case (section 7). Once sent, the same button reads **Retransmit** .
- Messages such as **Saved 14:32:05** or a red warning appear in the bar right after you act.
- The [?] explains what Send does on your system.

6.2 The case file



The picker above the report lists **every document in the fatal case** - not just the officer's report. Documents are grouped:

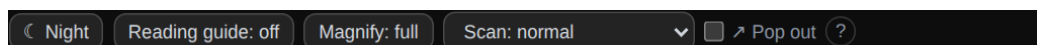
Group	What's in it
Reports	Investigator reports, amendments, supplements, driver reports - named by your state system's own form types.
BAC / toxicology	Lab BAC and toxicology reports filed with the case.
Other documents	Any other kind of document your state files with a case.
Diagrams / Photos	Crash diagrams and scene photos, where your state keeps them.

Tags after a document's name tell you more:

- **current** - the case's primary report. It opens first, in the magnify viewer.
- **not primary** - an earlier report replaced by an amendment, or a driver report filed alongside the investigator's report (the investigator report is always primary).
- **withdrawn** - withdrawn by the state.
- **restricted** - on file, but your state hasn't allowed FARS Manifest to open it. You still see that it exists.

The case file is read-only. Documents are added by your state's data-entry staff; to have one removed, see section 10.

6.3 Reading tools



The toolbar above the case file holds the same reading tools as the state system's review screens. Your choices are remembered on your computer from case to case, and a popped-out report follows them.

Tool	What it does
 Night /  Day	Switches the screen and the report between a dark and a light theme. It's the same setting as the FARS screen's Day / Night button (section 3.6).
Reading guide	When on, every row dims except the one under your mouse (or the one you just jumped to), so your eye stays on one line.
Magnify	Cycles through four levels - see the table below. "Off" is one of them.
Scan	How the report image is shown: normal, inverted (white on black), boosted contrast, or grayscale. It changes only the picture of the report, never the report itself.
 Pop out	Opens the report in its own window, e.g. on a second monitor (section 6.4).

Magnify level	When you click a field's 
Magnify: full	The report jumps to the field's page, draws a box around it, and shows it enlarged in a loupe panel.
Magnify: highlight	Jumps and draws the box; no loupe.
Magnify: scroll	Jumps to the page only; no box.
Magnify: off	Nothing moves by itself - you scroll the report yourself.

6.4 The report viewer and pop-out

The case's current report opens in the magnify viewer, which shows every page and can point at a field's box. Other documents in the case file open in your browser's own viewer, with its usual page, zoom, rotate, download and print controls.

Tick  **Pop out** to open the report in its own window:

- Move and size it anywhere - it opens in the same place next time.
- It reopens by itself on the next case while Pop out is ticked, and closes when you leave a case.
- It follows your Day / Night and Scan choices as you change them, and jumps when you click a .
- If your browser blocks pop-ups, a **Browser blocked the pop-out - open it** button appears; click it once.
- Untick Pop out to close it and stop it reopening.

6.5 Highlight and magnify - the buttons

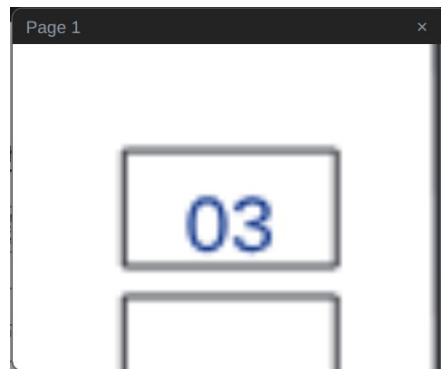
A  appears beside a field when your state system can show exactly where that value sits on the officer's report. Click it and the report jumps there (how far it goes depends on the Magnify level). The row you jumped from stays marked so you don't lose your place.

- **State-reported fields** (the Crash, Vehicles and Persons & Drivers tabs) get a  wherever the report has a box for them.
- The **Alcohol Test** card shows  **Officer's entry** for a driver, pointing at the officer's alcohol boxes.

- **NHTSA gap elements never get one** - the officer's report doesn't capture them, so there is nothing to point at. That is by design, not a fault.

RELATION TO JUNCTION Within Interchange Area? 01 - Yes 02 - No 99 - Unknown [02]	03 - Three (3) 04 - Four (4) 05 - Five or more (5+) Overall Intersection Geometry 01 - Angled/Skewed Y 02 - Roundabout/Traffic Circle O 03 - Perpendicular + or T 97 - Not Applicable [97]	01 - Absence of Sidewalks 02 - Animal(s) 03 - Prior Crash 04 - Prior Non-Recurring Incident 05 - Backup Due to Regular Congestion 06 - Debris 07 - Glare 08 - Obstructed Crosswalks 09 - Non-Highway Work 10 - Obstruction in Roadway 11 - Related to a Bus Stop 12 - Road Surface Condition (wet, icy, snow, slush, etc.) 13 - Roadway Width Restricted 14 - Ruts, Holes, Bumps 15 - Shoulders (none, low, soft, high) 16 - Toll Booth/Plaza Related 17 - Traffic Control Device 18 - Traffic Incident 19 - Visual Obstruction(s) 20 - Weather Conditions (construction/maintenance/utility) 21 - Work Zone 22 - Worn, Travel-Polished Surface 98 - Other 99 - Unknown [03]	Weather Conditions (up to 2 choices) 01 - Blowing Sand, Soil, Dirt 02 - Blowing Snow 03 - Clear 04 - Cloudy 05 - Fog, Smog, Smoke 06 - Freezing Rain/Drizzle 07 - Rain 08 - Severe Crosswinds 09 - Sleet or Hail 10 - Snow 98 - Other 99 - Unknown [03]	ROADWAY SURFACE CONDITION 01 - Dry 02 - Ice/Frost 03 - Mud, Dirt, Gravel 04 - Oil 05 - Sand 06 - Slush 07 - Snow 08 - Water (standing, moving) 09 - Wet 98 - Other 99 - Unknown [01]	WORKERS PRESENT? 01 - Yes 02 - No 97 - Not Applicable 99 - Unknown [02]	Type of Work Zone 01 - Intermittent or Moving Work 02 - Lane Closure 03 - Lane Shift/Crossover 04 - Work on Shoulder or Median 97 - Not Applicable 98 - Other 99 - Unknown [97]	Location of the Crash 01 - Before Work Zone Warning Sign 02 - Advance Warning Area 03 - Transition Area 04 - Activity Area 05 - Termination Area 97 - Not Applicable 98 - Other 99 - Unknown [97]	Law Enforcement Present 01 - Officer Present 02 - Not Present 03 - Only Law Enforcement Vehicle Present [03]
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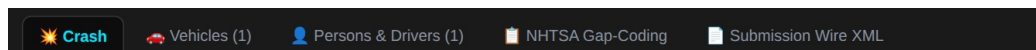
Magnify: full - the officer's Weather Conditions entry, highlighted on the report



The loupe panel, top right of the report

The box is lined up with each page automatically, even on a scanned page that sits a little crooked; the line above the report says how (for example "Page 1: lined up by text (173 labels)"). If a page can't be lined up reliably, no box is drawn rather than a wrong one.

6.6 The coding tabs



Tab	What it holds
Crash	The state record's crash-level fields.
Vehicles (n)	Each vehicle's fields - pick a vehicle with the buttons at the top.
Persons & Drivers (n)	Each person's fields; drivers are tagged Driver and show which vehicle they were in.
NHTSA Gap-Coding (highlighted)	The FARS-only elements you code, plus the Alcohol Test and drug toxicology.
Submission Wire XML	Exactly what Send to NHTSA will send.

6.7 The state's record (Crash, Vehicles, Persons & Drivers)

Person 1 — Homer Simpson (Driver of a Motor Vehicle In-Transport) Driver Veh 1

General STATE DERIVED

Person Name: Homer Simpson

Person Type: 1 Driver of a Motor Vehicle In-Transport

Injury Status: 4 (K) Fatal Injury

Vehicle Number: 1

Restraint System Use STATE DERIVED

Restraint System in Use: 3 Shoulder and Lap Belt Used

Driver STATE DERIVED

Speeding Related: 0 No

A person on the Persons & Drivers tab

These three tabs show what the state reported, grouped into cards (General, Restraint System Use, Alcohol Test, Driver, and so on). Each card is tagged **STATE DERIVED** - it's read-only here, exactly as the state sent it.

- Labels are written out in plain words (Manner of Collision, Location of the Crash).
- Every coded value is a badge plus its official description, e.g. **01** Clear, **3** Shoulder and Lap Belt Used.
- Plain values (dates, times, VINs, plate numbers) show as they are.
- "not in the MMUCC6 code list" means the state sent a code the national code list doesn't have - worth a closer look.

6.8 NHTSA Gap-Coding

These are the elements NHTSA requires for FARS that a state crash report never captures. They are laid out in the same sections as NHTSA's FARS/CRSS Coding and Validation Manual.

Crash Vehicle 1 Driver 1 Precrash 1 Person 1 Non-Motorist 0 ?

- **Section buttons** - Crash, Vehicle, Driver, Precrash, Person, Non-Motorist. The number shows how many vehicles or people that section repeats for.
- **Vehicle / occupant buttons** - Vehicle, Driver and Precrash repeat for each vehicle; Person repeats for each occupant; Non-Motorist for each pedestrian or cyclist. The vehicles and people are the ones in the state record.
- **+ Vehicle / + Occupant / + Non-Motorist** - adds one FARS needs that the state report doesn't list; it's labeled "(added in FARS)".

- The [?] beside the section buttons holds the FARS Coding Rules summary.

A gap-coding card

Each card is one group of related FARS elements:

- The element numbers (for example C29-C31) match the FARS manual. The card's [?] carries the manual's guidance.
- NHTSA GAP** - an element the state report doesn't capture. **FARS UPDATE** - an element the state report has, which you can update (the Alcohol Test).
- Dropdowns** list NHTSA's official codes with their descriptions. "- not coded -" means you haven't chosen yet.
- Checkbox lists** are for "select all that apply" elements.
- Text boxes** are for numbers, dates, times and identifiers. Hover the field's [?] for the exact format and special codes (for example HHMM military time, 8888 Not Applicable, 9999 Unknown).

6.9 The Alcohol Test

The Alcohol Test (FARS element P17 for occupants, NM19 for non-motorists) is under the **Person** and **Non-Motorist** sections. The state report has an alcohol test too, but you can update it **whenever a lab BAC report arrives - or at any time**, even without one.

Part	How to code it
Alcohol test status	0 Test Not Given - 2 Test Given - 8 Not Reported - 9 Reported as Unknown if Tested.
Alcohol test type	Breath (evidential, PBT, unknown type), Blood, Urine, Vitreous, Blood Plasma/Serum, Blood Clot, Liver, Other, Unknown, Not Reported, Reported as Unknown if Tested.
Alcohol test result	Three digits, the result in thousandths: 080 = .080, 000 = .000. Special codes: 940 .94 or Greater, 995 Not Reported, 996 Test Not Given, 997 Test Performed, Results Unknown, 998 Positive Reading with No Actual Value, 999 Reported as Unknown if Tested.

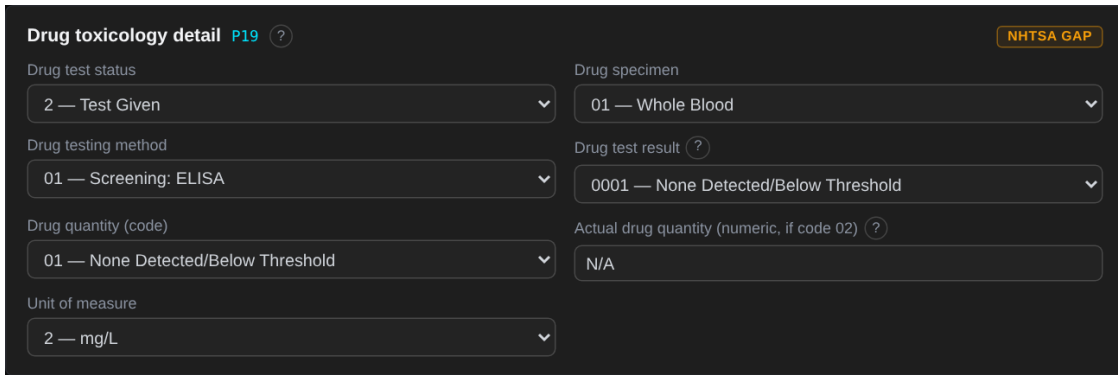
All three or none: code all three parts, or leave all three blank until you have everything. Save warns you about a half-coded test; Send to NHTSA won't send until it's complete or blank.

The card's [?] summarizes the manual's rules:

- A living person's result is preferred over a post-mortem result.
- Living: breath (evidential, then PBT) before blood. Deceased: vitreous, then blood by collection site (femoral, subclavian, heart), then urine, liver, other.
- A test started but not completed (spoiled or insufficient sample): Status 2, the Type, Result 997.
- A refused test: all three Not Reported (8 / 95 / 995), plus the Test Refused related factor.
- On a toxicology report, alcohol is listed as ethanol or ethyl alcohol.

For a driver,  **Officer's entry** shows what the officer wrote on the report, for comparison.

6.10 Drug toxicology



Drug toxicology detail P19  NHTSA GAP

Drug test status: 2 — Test Given

Drug specimen: 01 — Whole Blood

Drug testing method: 01 — Screening: ELISA

Drug test result: 0001 — None Detected/Below Threshold

Drug quantity (code): 01 — None Detected/Below Threshold

Actual drug quantity (numeric, if code 02): N/A

Unit of measure: 2 — mg/L

Drug toxicology (FARS element P19 for occupants, NM21 for non-motorists) is under the **Person** and **Non-Motorist** sections, next to the Alcohol Test. Its parts follow the manual's order:

Part	How to code it
Drug test status	0 Test Not Given - 2 Test Given - 8 Not Reported - 9 Reported as Unknown if Tested.
Drug specimen	Whole Blood, Urine, Blood Plasma/Serum, Blood Clot, Oral Fluids, Vitreous, Liver, Other, Unknown, Not Reported, Reported as Unknown if Tested.
Drug testing method	The screening or confirmatory method, if known (optional for the state record).
Drug test result	The specific drug , from NHTSA's full "Drugs by Category Type" list - every code from 1001 to 9999 with its name, plus 0000 Test Not Given and 0001 None Detected/Below Threshold. Hover the [?] for the category ranges (1001-2000 Narcotic Analgesics, 5001-6000 Cannabinoids, and so on).
Quantity and unit	The drug quantity code, the actual amount if known, and its unit (optional for the state record).

A result is sent back to the state system once **status, specimen and result** are all coded (section 7.1).

6.11 Submission Wire XML

Submission Wire XML ? Copy XML

```

<FarsManifestSubmission crashKey="226000063" generatedAtUtc="2026-09-27T01:16:46.3791792+00:00">
  <!-- NOT a confirmed NHTSA wire format - see docs/design-v1-scope.md, "What v1 explicitly does NOT do". -->
  <Mmucc6Core><![CDATA[
<crash:Crash xmlns:crash="http://mmucc/mmucc6/exchange/" xmlns:mmucc="http://mmucc/mmucc6/exchange/extension/">
  <mmucc:CrashDate>2026-09-01</mmucc:CrashDate>
  <mmucc:CrashCountyCode>31157</mmucc:CrashCountyCode>
  <mmucc:AtmosphericConditionsCode>6</mmucc:AtmosphericConditionsCode>
  <mmucc:FirstHarmfulEventCode>12</mmucc:FirstHarmfulEventCode>
  <mmucc:StateCode>31</mmucc:StateCode>
  <mmucc:StateUniqueCrashID>226000063</mmucc:StateUniqueCrashID>
  <mmucc:Vehicle>
    <mmucc:VehicleNumber>1</mmucc:VehicleNumber>
    <mmucc:MotorVehicleUnitTypeCode>1</mmucc:MotorVehicleUnitTypeCode>
    <mmucc:MotorVehicleMake>Subaru</mmucc:MotorVehicleMake>
    <mmucc:MotorVehicleModel>Outback</mmucc:MotorVehicleModel>
  </mmucc:Vehicle>
  <mmucc:Person>
    <mmucc:PersonNumber>1</mmucc:PersonNumber>
    <mmucc:PersonName>Homer Simpson</mmucc:PersonName>
    <mmucc:PersonTypeCode>1</mmucc:PersonTypeCode>
    <mmucc:InjuryStatusCode>4</mmucc:InjuryStatusCode>
    <mmucc:VehicleNumber>1</mmucc:VehicleNumber>
    <mmucc:RestraintSystemUse>
      <mmucc:RestraintSystemInUseCode>3</mmucc:RestraintSystemInUseCode>
    </mmucc:RestraintSystemUse>
    <mmucc:Driver>
      <mmucc:SpeedingRelatedCode>0</mmucc:SpeedingRelatedCode>
    </mmucc:Driver>
  </mmucc:Person>
</crash:Crash>
]]></Mmucc6Core>
<FarsSupplement>

```

This tab shows exactly what **Send to NHTSA** will send: the state's record plus every FARS element you've coded, as last saved.  **Copy XML** copies it to your clipboard. It is useful for checking your work and when keying answers into RBIS.

7. Saving, sending and retransmitting

7.1 Save Coding

- Saves everything on the coding form. Partial work is fine - save and come back later.
- The bar shows **Saved** and the time. If an Alcohol Test is half-coded, the message says so in red - it's saved, but it will need finishing before you send.
- Your coding is kept with the case in the state system's FARS tables, so it's there the next time anyone opens the case.
- A complete **Alcohol Test** (P17 / NM19) or **drug toxicology** result (P19 / NM21: status, specimen and result) is also sent back to the state system, so both records agree. The bar tells you what happened for each person:
 - **alcohol test / drug test updated on the state record** - written to that person on the state's case; if the case was already finished in the state system, it was re-published (shown in brackets).
 - **alcohol test kept ... in the MMUCC6 output** - the state's form has no alcohol fields for this person (for example a passenger or pedestrian), so the state system keeps the result for its national-standard (MMUCC6) record, which carries an alcohol test for every person.
 - **drug test ... kept in FARS only** - the state's form has drug fields only for drivers, and the national standard has no drug-test element, so a passenger's or pedestrian's drug result stays in FARS. That's expected, not an error.
 - **already matched the state record** - the state record already had these values.
 - **not updated on the state record - (reason)** - your coding is saved in FARS, but the state record wasn't changed, e.g. a FARS code your state has no equivalent for. Nothing more to do unless your administrator adds the mapping.

7.2 Send to NHTSA

1. Finish your coding.
2. Click **Send to NHTSA** . It **saves your coding first** - so the state system gets the same values NHTSA does, including any alcohol or drug result written back to its record - and then sends.
3. The bar shows **Saved and sent to NHTSA**, plus what reached the state record, and the case moves to the Transmitted tab.
4. Key the final answers into RBIS.

Send is refused (with a red message saying why) if an Alcohol Test is only partly coded. If the save fails (for example the state system can't be reached), nothing is sent, so the two never disagree. If the transmission itself fails, the case is **not** marked sent - you'll see the reason in the bar.

7.3 Retransmit

Open a sent case (from the Transmitted tab or a notice), make your changes, then click **Retransmit** . Like Send, it saves first - so a new BAC value updates the state system's record and goes to NHTSA in one step - and the send date is updated. This is normal - for example after a lab BAC report arrives months later, or after NHTSA's edit checks.

8. When a new document arrives later

Documents keep arriving after a case is worked. The most common is the lab's **BAC report**: a one-page document the state lab sends when it finishes, often weeks or months after the crash. Your state's data-entry staff file it with the case, and FARS Manifest tells you with a **notice** - even if the case has already been sent to NHTSA.

1. On the FARS screen, the **Notices** list shows the case and the new document.
2. Click **Review** →. The case opens with the new document selected in the case file, and a notice bar across the top:



3. Read the document (**View** brings it back up if you've switched away).
4. Decide, following federal guidelines, whether the FARS record needs to change - for a BAC report, usually the **Alcohol Test** (section 6.9).
5. If it does: update the coding, **Save Coding**, **Retransmit**, then click **Updated & retransmitted** on the notice bar.
6. If it doesn't: click **No change** (you can also do this straight from the Notices list).

The outcome, your name and the time are recorded on the case in the state system, so everyone sees the same history. Acting on a notice isn't mandatory - but recording the outcome is how the notice leaves your list.

9. FARS search

FARS search finds any crash in the state system, fatal or not. Use it for the 30-day rule - when someone injured in a crash dies within 30 days, you often know before anyone else, and the crash needs to be recoded - or any time you need a crash that isn't in your queue.

The screenshot shows a search interface with the following fields and options:

- Crash key:** Input field with placeholder "e.g. 226000042".
- Date from:** Input field with date "09/01/2026".
- Date to:** Input field with date "09/30/2026".
- County:** Dropdown menu with "(any)" selected.
- Involved party:** Input field with placeholder "last or first name".
- Match type:** Dropdown menu with "Exact match" selected.
- Submitting agency:** Input field.
- Severity:** Dropdown menu with "(any)" selected.
- Buttons:** "Search" and "Clear".

- Search by **crash key**, **date range**, **county**, **involved party** (exact, or sounds like), **submitting agency**, or **severity**. Enter at least one, then **Search**; **Clear** resets.
- **Date from** and **Date to** are separate - setting one never changes the other. Your state system may limit how wide a date range it searches (for example 30 days); leave one blank and it applies its window from the other.
- Driver-only reports never appear in search results.

CRASH DATE	COUNTY	CRASH KEY	SEVERITY	INVOLVED	SEND TO MANAGEMENT	
2026-09-14	Dawes	226000069	Suspected Minor Injury	Homer Simpson	Know the exact new severity code? Pick it below. Otherwise leave it as "not sure" and just describe what needs to change. (not sure — just send the note) e.g. person X passed away on 3/1 - please review and update (required)	View case →
2026-09-03	Lancaster	226000066	Suspected Serious Injury	Donald Duck	already routed to management	View case →
2026-09-01	Scotts Bluff	226000063	Fatal Injury	Homer Simpson	Send to management	View case →

Results - one row with the Send to management form open

9.1 Reviewing a case from the results

Click a crash key, or **View case** → at the end of its row, to open the case read-only:

- **Left:** the case's full case file - every report and document, with the same picker as the Data Studio (section 6.2).
- **Right:** the crash key, date, county, severity and the people involved.
- **Open in FARS coding** → - shown when the crash is already one of your FARS cases; it opens the Data Studio.
- **Send to management** - the same form as on the results row, so you can read the report first and then decide.
- **← Back to search results** returns to your search with the same filters and results; a crash you sent shows **already routed to management**.

Crash key	226000063
Crash date	2026-09-01
County	Scotts Bluff
Severity	Fatal Injury
Involved	Homer Simpson

[Open in FARS coding →](#)

Send to management

Know the exact new severity code? Pick it below. Otherwise leave it as "(not sure)" and just describe what needs to change.

(not sure — just send the note) ▼

e.g. person X passed away on 3/1 - please review and update (required)

[Submit](#)

A search result opened as a case - the details panel

Case file: your state system decides which documents FARS search may show. If it hasn't shared them yet, the case file says so; the details and Send to management still work.

9.2 Send to management

1. Click **Send to management** on the crash's row, or open the case (section 9.1).
2. If you know the exact new severity code, pick it. If you don't, leave it as **(not sure - just send the note)** - the reviewer makes the actual change.
3. Describe what needs to change in the note, for example "Occupant 2 died at the hospital on 9/20 (ME case 26-114)". The note is required.
4. Click **Submit**. The crash shows **already routed to management**.

10. Corrections and removals

FARS Manifest never deletes anything. Deleting records and documents is kept to System Admin and the Management queue in the state system. To have something removed or corrected:

- **A document filed with the wrong case** (for example a BAC report) - find the crash in FARS search, **Send to management**, and write in the note what should be removed and why.
- **A vehicle or person added in FARS by mistake** - leave its fields blank and send a note to management the same way.
- **A crash you marked not a fatal by mistake** - use **Undo dismissal** (section 3.4); no note needed.

11. NHTSA system fields (System Admins)

The **NHTSA** tab in the top bar - visible to System Admins only - opens the list of FARS elements the coding form offers and their code lists. Anyone else who reaches the page sees:

System administrators only

This page is limited to system administrators. Switch user, or ask a system administrator.

[← Back to FARS](#)

NHTSA system fields

Changes here are **saved permanently in FARS Manifest's own database** and are shared: every analyst's form uses them, and they survive restarts and updates. (The online demo is the exception - each visitor's changes are their own and reset.)

- Elements are grouped by card and section, with the FARS element numbers - for example **Alcohol test · Person · P17** and **Alcohol test · Non-Motorist · NM19** - so the occupant and non-motorist versions of a card are never mixed up. Groups start closed; click one to open it.
- **Edit label** - correct a code's description. **Version-safe**: a case coded earlier still shows the label it had then.
- **Retire** - stop offering a code for new coding. Cases already coded with it keep it. **Reactivate** brings it back.
- **Add a code** - add a new code to a coded element.
- **Edit hint** - change the format guidance shown in a text field's [?].
- **Add a new field** - add an element NHTSA introduces, with no software change.

Why admin-only: these lists are the rules every analyst codes against. A change here changes the form for everyone.

12. Quick reference

12.1 Labels you'll see

Label	Where	Meaning
Open (amber)	Pre-reports	Logged, not matched to a crash yet.
Matched (green)	Pre-reports	Bound to a crash; ready to code.
Transmitted (blue)	Transmitted tab	Sent to NHTSA.
Ready for Review / Sent to NHTSA	Data Studio top bar	Not yet sent / sent (hover for when).
Ready / Sent	Notices	The case's status when the new document arrived.
possible match (n)	Pre-reports	n finished crashes line up with this pre-report.
Marked not a fatal	Match page	Dismissed - with who, when, why and Undo.
STATE DERIVED	State record cards	What the state reported; read-only.
NHTSA GAP	Gap-coding cards	A FARS element the state report doesn't capture.
FARS UPDATE	Alcohol Test card	A state-reported element you can update.
current / not primary / withdrawn / restricted	Case file	See section 6.2.

12.2 Messages

Message	What to do
Saved 14:32:05	Nothing - your coding is saved.
Saved ... - alcohol test partly coded for ...	Finish all three Alcohol Test parts for that person, or clear all three, before sending.
alcohol test updated on the state record for ... (republished)	Nothing - both records now agree.
drug test updated on the state record for ...	Nothing - both records now agree.
alcohol test kept for ... in the MMUCC6 output	Nothing - the state system keeps it for its national-standard record (section 7.1).
drug test for ... kept in FARS only - ...	Nothing - there is nowhere else for it (section 7.1).
... not updated on the state record - ...	Your FARS coding is saved. The state record wasn't changed for the reason given (usually a code your state has no equivalent for).
the state's validation blocked re-publishing - ...	The state system found a problem re-publishing the case. Tell your administrator; the listed items say what.
Not sent - alcohol test partly coded for ...	Same as above, then Send again.

Message	What to do
Saved and sent to NHTSA / Saved and retransmitted (time)	Done - the state system and NHTSA have the same coding. Key the answers into RBIS.
Notice recorded: ...	The notice is handled and leaves your list.
... is on file for this case, but the connected source hasn't cleared FARS Manifest to open it	The document is restricted by your state. Ask your administrator if you need it.
The officer report couldn't be loaded	The state system didn't return it. Try again; if it persists, tell your administrator.
Browser blocked the pop-out - open it	Click the button once, or allow pop-ups for FARS Manifest.
System administrators only	The page needs the System Admin role.
No FARS access	Your account doesn't have the FARS Analyst role in FARS Manifest. Ask your administrator to grant it.
The state's crash system refused this for your account (...)	The state system doesn't list you as having FARS access. Ask your administrator to add you there.
The connected source is unavailable	The state's crash system didn't answer (it may be restarting or have FARS switched off). Try again shortly; if it persists, tell your administrator.

12.3 Glossary

Term	Meaning
FARS	NHTSA's Fatality Analysis Reporting System - the national census of fatal crashes.
NHTSA	National Highway Traffic Safety Administration.
RBIS	NHTSA's web system where FARS cases are entered.
MMUCC6	The national standard for crash data (6th edition). The state's record is shown in MMUCC6 terms.
Crash key	The state system's number for a crash case.
FARS code	Your own FARS case number.
Pre-report	What you log about a fatal before the crash report arrives.
Work queue	Finished fatal crashes with no pre-report matched yet.
Gap element	A FARS element NHTSA requires that the state report doesn't capture.
Case file	Every document filed with the crash case.
Notice	A message that a new document was added to a FARS case after it was opened.
BAC	Blood alcohol concentration - the lab's alcohol test result.

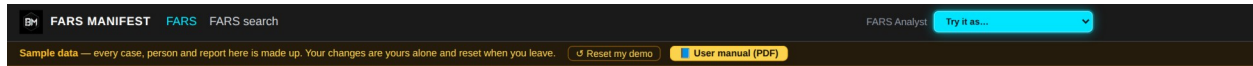
13. Release notes - September 2026

What to know about this release:

- **Sign-in.** Live systems sign you in with your state's Active Directory account (Windows sign-in). FARS Manifest gives you your role, and the state's crash system checks every request against its own list of people with FARS access. Test systems use a stand-in sign-in with a Switch user list; the online demo has Try it as.
- **Search results open as a case** (September 28) - View case shows the full case file and details, with Open in FARS coding and Send to management. Search keeps your filters and results when you come back.
- **Day / Night** on the FARS screen (September 28) - one setting shared with the case page.
- **Date boxes** (September 28) - From and To are separate, and typing a year no longer jumps to an odd date part-way through.
- **FARS code** is limited to 20 characters, the same as the state system.
- **Drug toxicology for pedestrians and cyclists** (NM21) now has its own card under Non-Motorist, like the Alcohol Test (September 28). Completed alcohol and drug results are sent back to the state system (section 7.1).
- **Adding a vehicle, occupant or non-motorist no longer loses unsaved coding** on the people you'd already coded (September 28).
- **Send and Retransmit save first** (September 28), so the state system - including an alcohol or drug write-back - always gets exactly what NHTSA gets.
- **NHTSA system fields are stored permanently** (September 29) in FARS Manifest's own database - a System Admin's changes are shared with everyone and survive restarts.
- **Drug test result uses NHTSA's specific drug codes** (September 29) - all of "Drugs by Category Type", instead of category ranges - so results can be sent back to the state system.
- **Coding cards list their parts in the manual's order** (September 29) - for example status, type, result - instead of alphabetically.
- **Highlight and magnify** work on the officer's report for state-reported fields and the driver's Alcohol Test. NHTSA gap elements have no box, by design.
- **Where your coding is kept.** In the state system's FARS tables (a database your state provides when it turns FARS Manifest on). A system without them keeps coding only while you're working, and alcohol updates don't reach the state record there.
- **NHTSA transmission.** Send to NHTSA packages the case; entering it into RBIS remains a manual step, because RBIS has no connection outside tools can use.

14. Trying the online demo

The online demo is FARS Manifest with made-up cases, so anyone can try it without an account. It works exactly like a live system, with a few differences:



The demo's top bar and Sample data banner

- **Sample data** - every case, person and report is made up. Nothing is ever sent to NHTSA or to a state system; Send to NHTSA says "Demo: nothing was sent".
- **Your copy is yours alone** - other visitors don't see your changes, and they reset when you leave.
- **Try it as...** - switch between FARS Analyst and System Admin to see each role (the NHTSA tab appears for System Admin).
- ↻ **Reset my demo** - puts every case back the way it started.
- 📄 **User manual (PDF)** - opens this manual.

The demo starts with something in every area: a notice to review and one already handled, crashes waiting in the Work queue, open and matched pre-reports, cases already sent, a dismissed crash, and search results going back to 2021.