

Surface Transportation Board

Office of Economics

Washington, DC 20423-0001

Issued December 24, 2013

Reporting Bulletin

Subject: Guidance on Timely Reporting and Electronic Filing in Excel Format.

The Surface Transportation Board's power to collect Class 1 railroad financial and statistical data is strictly limited by statute to information essential to the economic oversight of the industry. To this end, Class 1 carriers are required to file certain annual and periodic financial, statistical and employment reports in a timely manner and electronically in an **excel format**.

The purpose of this message is to reiterate that the required financial data, freight commodity statistics and employment data be reported to the Surface Transportation Board in a timely manner and electronically in an **excel format**. The report forms RE&I and CBS should be compiled and reported as stated in 49 CFR Part 1243. The QCS should be prepared on the basis of commodity codes named in 49 CFR Part 1248 and reported as stated in this part. The monthly report of railroad employees should be reported as stated in 49 CFR Part 1246.

Late filings of these reports and reporting electronically in a format other than excel imposes severe limitations on our ability to publish required selected quarterly earnings reports and monthly employment compilations as well as QCS data in a timely manner. Please forward this reporting bulletin to all staff within your organization responsible for regulatory reporting to the Surface Transportation Board. As always we appreciate your timely filing of these reports in an **excel format**.

In the future please submit the monthly, quarterly and annual reports to the following mailing address and email address:

Surface Transportation Board
C/O Pedro G. Ramirez
Rm. 1146
395 E Street, S.W.
Washington, DC 20423-0001

Email Address: Pedro.Ramirez@stb.dot.gov