

Surface Transportation Board

Report of Railroad Employees, Service, and Compensation

General instructions

The template provided is a comma-separated (CSV) file. Please do not leave remarks in the CSV. Every quarter, beginning with the reporting for Q1 2025, reporting entities must submit the CSV file in the Unicode Transformation Format – 8-bit (UTF-8) encoding format.

Please note that the revised template no longer requires reporting information for totals, nor an annual collection. The STB will make those calculations. This reduces the number of reporting fields but makes it critical that any data revisions from prior periods are promptly filed with the agency.

CSV Instructions

- File names must follow the naming convention:
STB_49_CFR_1245_RRRR_YEAR_QQ_YYYYMMDDHHMM.csv.
 - RRRR is the reporting mark of the carrier (e.g., CSXT, NS, BNSF, UP, GTC, CPKC), YEAR is the year of the reporting date, QQ is the reference quarter, and YYYYMMDDHHMM is the approximate timestamp the data was extracted from source systems (YYYYMMDD is the date format for year, month, day and HHMM is the military time (2400)). If a railroad needs to submit a replacement CSV file upload, the second file must have an updated YYYYMMDDHHMM according to the file name convention
- Do not change the values in the cells for columns A through N.
- The data corresponding to the appropriate line must be inserted into `fact_value` column W.
- Data in column W must be in the format specified by three columns: columns L, `measure_scale`; M, `measure_units`; and N, `measure_data_type`. For dollar figures, the `measure_scale` is 1 and `measure_data_type` is integer. Report this information **rounded to the nearest dollar**. Values must be reported plainly, without additional format, such as dollar signs or commas to separate thousands.
- Rows corresponding to employee categories 100 through 500 must show the number of employees by employee group, the hours in the service of the respondent, and the compensation paid for such service. Rows corresponding to employee group 600 must include information with respect to employees in the train and engine group. Employees are to be counted and classified and their service reported as defined in 49 CFR 1245.
- There are two counts of employees. For the mid-month count, record the number of employees on the 15th of the month, classified by employee group. For the number of employees with any time, record employees who made time during the month no matter for how short a period, classified by employee group. The quarterly average must be a simple average of the monthly figure. Employees who worked in more than one occupation during the month must be assigned according to the preponderance of their duties.

Column instructions

- O, `railroad_aar_reporting_mark`: The alpha railroad ID used by the AAR.
- P, `railroad_name`: The legal name of the railroad
- Q, `railroad_signatory_employee_name`: The name/s of the signatory/ies

- **R**, `railroad_signatory_employee_phone_number`: The contact information of the signatory/ies
- **S**, `railroad_signatory_employee_email_address`: The contact information of the signatory/ies
- **T**, `report_year`: The reporting year must be entered as an integer (e.g., 2024).
- **U**, `report_quarter`: The quarter must be entered as an integer (1, 2, 3, 4).
- **V**, `report_amended_boolean`: The boolean should be entered as an integer; 0 for original reports, and 1 for amended reports.

CSVs must not include additional rows or columns, and data must be in the same cells that are provided in the templates. Failure to follow specific instructions will result in a need to refile. Submissions are electronically checked for numeric consistency.

Please note that the information on railroad employee name and contact information are for internal STB use only and will not be included in any files posted to our website.

Filings are due 30 days after the end of the calendar quarter and must be submitted via email to stb-data@stb.gov. Please do not email data to individual agency staff. You will receive an email confirming submission. If you have any questions, please contact the Office of Economics at the same email address used for data submissions.