Surface Transportation Board
49 CFR 1246 Monthly Railroad Employment Reporting
General Instructions for Submission of CSV Files:

The Board is providing an electronic template file that allows a single submission for the Form C employment data required by 49 CFR 1246 and approved under the Paperwork Reduction Act as OMB Control Number 2140-0007.

The template provided is a comma-separated (CSV) file. Please do not leave remarks in the CSV. Every month, beginning with the reporting for January 2026 that will be submitted in February 2026, reporting entities must submit the CSV file in the Unicode Transformation Format – 8-bit (UTF-8) encoding format.

Please note the template has been altered to remove revised requirements under EP 770 (Sub-No. 1). This version replaces the previous template file sent in early 2025.

CSV Instructions

- If the data submission is incomplete or appears anomalous, STB will correspond with the responding rail carrier to identify issues and improve the submission.

- File names must follow the naming convention:
  STB_49_CFR_1246_RRRR_YEAR_MO_YYYYMMDDHHMM.csv

  - RRRR is the reporting mark of the carrier (e.g., AMTK, BNSF, CPKC, CSXT, GTC, NS, UP),YEAR is the year of the reporting date, MO is the two-digit month of the reporting date; 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 alter the information in the template for columns A through N.
- Data entered into columns railroad_aar_reporting_mark, railroad_name, railroad_signatory_employee_name, railroad_signatory_employee_phone_number, and railroad_signatory_employee_email_address should be entered as strings. All cells must be filled.
- The data corresponding to the appropriate line must be inserted into fact_value column W. fact_value column should be reported as the value corresponding to the sub_measure columns. Provide values as integers. If no data exists, the carrier may leave the fact_value column blank.

Column instructions

For the columns O through V, all cells must be filled as follows:

- O, railroad_aar_reporting_mark: The alpha railroad ID used by 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 phone contact information of the signatory/ies
- S, railroad_signatory_employee_email_address: The email contact information of the signatory/ies.
- T, report_year: The reporting year must be entered as an integer (e.g., 2025).
- U, report_month: The reporting month must be entered as an integer (e.g., 1 for January and 12 for December).
- V, report_amended_boolean: The boolean should be entered as an integer: 0 for original reports, and 1 for amended reports.

CSV files must never include additional added rows or columns, and data must be in the same cells that are provided in the templates. Failure to follow specific instructions may 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.

The filings should be submitted via e-filing 15 days after the end of the month.

If you have questions, please contact the Office of Economics at stb-data@stb.gov.