# Surface Transportation Board
# Employment Reporting
## General instructions

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 and the revised requirements under EP 770 (Sub No. 1) (OMB Control Number 2140-0041).

The template provided is a comma-separated (CSV) file. Please do not leave remarks in the CSV. Every month, beginning with the reporting for February 2025, 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 reporting totals (employment group 700). This version replaces the one sent in January 2025.

Reporting Criteria for the CSV (UTF-8) encoding format:

1. If data submission is incomplete or appears anomalous, STB will correspond with the responding rail carrier to identify issues and improve the submission.
2. File names must follow the naming convention: STB_EMPL3 _RRRR_YEAR_MO_YYYYMMDDHHMM.csv.
   a. **File naming convention:**
      i. RRRR is the reporting mark of the carrier (e.g., BNSF, CPKC, CSXT, GTC, NS, UP;
      ii. YEAR is the year of the reporting date;
      iii. MO is the two-digit month of the reporting date; and,
      iv. 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.
3. Do not alter the information in the template for columns A--N.
4. 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.
5. Data entered into columns report_ year, report_month, and report_amended_boolean must be entered as integers. Month should be 2-digit integers (e.g. "01" for January and "12" for December). The boolean should be 0 for original reports, and 1 for amended reports.
6. Fact_values should be reported as the value corresponding to the measure and sub_measure columns. Provide values as integers.

Spreadsheets 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 template 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.