



Surface Transportation Board
Washington, D.C. 20423-0001

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Office of Proceedings
August 23, 2024
Part of
Public Record

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Re: EP 711 (Sub-No. 2), Reciprocal Switching for Inadequate Service, Templates for Reporting Service Data to the Surface Transportation Board (STB)

Per 49 CFR 1145.8(b), all Class I carriers must report to the Board on a weekly basis, in the manner and form determined by the Board, data that shows:

- The percentage of shipments on the carrier's system that moved in manifest service and that were delivered within 24 hours of OETA, out of all shipments on the carrier's system that moved in manifest service during that week.
- For each of the carrier's operating divisions and for the carrier's overall system, the percentage of planned service windows during which the carrier successfully performed the requested local service, out of the total number of planned service windows on the relevant division or system for that week.

Carriers are reminded that complete definitions are provided in 49 CFR 1145.1. For the purpose of this collection:

Original estimated time of arrival or OETA means the estimated time of arrival that the incumbent rail carrier provides when the shipper tenders the bill of lading or when the incumbent rail carrier receives the shipment from a delivering carrier.

Planned service window means a service window for which the shipper or receiver requested local service, provided that the shipper or receiver made its request by the cut-off time for that window.

Service window means a window during which the incumbent rail carrier offers to perform local service (placements and/or pick-ups of rail shipments) at a shipper's or receiver's facility. A service window must be made available by a rail carrier with reasonable advance notice to the shipper or receiver and in accordance with the carrier's established protocol. For purposes of this part, a service window is 12 hours in duration, beginning at the start of the work shift for the crew that will perform the local service, without regard to whether the incumbent rail carrier specified a longer or shorter service window.

The Board is providing an electronic template file to be used for the weekly submissions required by 49 CFR 1145.8(b) and approved under the Paperwork Reduction Act as OMB Control Number 2140-0044, expiration 06/30/2027).



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Every week, beginning Wednesday, September 25, 2024, reporting entities must submit to the STB via e-filing the comma-separated values file (CSV) in the Unicode Transformation Format – 8-bit (UTF-8) encoding format. The CSV shall contain the metrics referred to in 49 CFR 1145(b). Each weekly datum should span the time periods of Saturday 12:00:00 AM to the following Friday 11:59:59 PM. The first reportable week begins Saturday, September 7, 2024, 12:00:00 AM, and concludes Friday, September 13, 11:59:59 PM. The initial submission should include the first two reportable weeks.

Reporting Criteria for the CSV 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_EP_711_2_RRRR_YEAR_WW_YYYYMMDDHHMM.csv.
 - a. **File naming convention:** RRRR is the reporting mark of the carrier (e.g., CSXT, NS, BNSF, UP, GTC, SOO, KCS), YEAR is the year of the reporting date, WW is the two-digit week 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. The first WW will be 38 for the report spanning September 7 through September 13, 2024 and WW will be 39 for the report spanning September 14 through September 20, 2024. .
3. Do not alter the information in the template for columns A-I or K-N.
4. Data for “percentage of successful local planned service windows” must be submitted at the operating division level, as well as the system level. Replace the pre-populated sub_measure (“Division 01,” Division 02”) in column J with the name of the operating division. 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_period_start_date_year and report_period_end_date_year must be entered as 4-digit integers (e.g. 2024).
6. Data entered into columns report_period_start_date_month and report_period_end_date_month must be entered as 2-digit integers (e.g. 1 for January and 12 for December).
7. Data entered into columns report_period_start_date_day and report_period_end_date_day must be entered as 2-digit integers (1-31).
8. Fact_values should be reported as the value corresponding to the measure and sub_measure columns. Provide values as decimals rounded to five decimal points. For instance, 80.55555% should be submitted as 0.80556.

Additionally, each carrier should provide a description of its operating divisions in a separate document included with the first submission. If there are deviations from the operating divisions that the carrier used in its EP 770 submissions, the carrier should explain the difference and the reason for the deviation.