

# PART 234 – ASQP – Mishandled Baggage Report

OMB NO: 2138-0041  
EXPIRATION DATE: 3/31/2019

## Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0041. Public reporting for on-time performance, mishandled baggage, is estimated to be approximately 20 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 234. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Cecelia Robinson, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – [cecelia.robinson@dot.gov](mailto:cecelia.robinson@dot.gov).

## REQUIREMENTS

### RECORD DESCRIPTION: **ASQP – Mishandled Baggage Report**

Field Description	Data Type	Length	Comments	Sample Data
Carrier code	Character	2	Two letter IATA code	XX
Year of Data	Numeric	4	Year (CCYY)	2010
Month of Data	Numeric	2	Month (MM)	03
Number of Domestic Scheduled Passengers Enplaned	Numeric	Varies		8004000
Number of Mishandled Baggage Reports Filed with Carrier	Numeric	Varies		35000

### RECORD FORMAT:

The **ASQP – Mishandled Baggage** reports must be created as an electronic “comma separated values” file, using ASCII text character encoding, for uploading via the “eSubmit” application.

The comma separated values file MUST BE indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003-234mbr.csv

### Sample Record Format:

XX, 2010, 03, 8004000, 35000

