

## PART 234 – ASQP On-Time Data

OMB NO: 2138-0041  
EXPIRATION DATE:

### 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 is estimated to be approximately 10 hours per response for an air carrier to report for its operations and an additional 16 hours per response if the air carrier reports for covered code-share operations, 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, OAI/BTS/OST-R, RTS-42, 1200 New Jersey Avenue, SE, Washington, D.C. 20590

### REQUIREMENTS

#### RECORD DESCRIPTION: **ASQP – Monthly On-Time Data**

#### **Form 1: On-Time Performance Data for Non-Codeshare and Codeshare Flights<sup>1</sup>**

Field	Description	Type	Length	Comments
A	Carrier code	Character	2	Two letter IATA code
B	Flight number	Character	Max length of 4	
C	Departure airport code	Character	3	Three letter Airport code
D	Arrival airport code	Character	3	Three letter Airport code
E	Date of flight operation	Num	8	Format ccyymmdd
F	Day of the week of flight operation	Num	1	Mon = 1, Sun = 7
G	Scheduled departure time as shown in Official Airline Guide(OAG)	Num	4	Local time 24 hour clock
H	Scheduled departure time as shown in CRS(selected by the Carrier)	Num	4	Local time 24 hour clock
I	Gate departure time (actual)	Num	4	Local time 24 hour clock
J	Scheduled arrival time per OAG	Num	4	Local time 24 hour clock
K	Scheduled arrival time per CRS	Num	4	Local time 24 hour clock
L	Gate arrival time (actual)	Num	4	Local time 24 hour clock
M	Difference between OAG and CRS scheduled departure times	Num	Max length of 4	In minutes (2 hours=120 min) G minus H
N	Difference between OAG and CRS scheduled arrival times	Num	Max length of 4	In minutes – J minus K
O	Scheduled elapsed time per CRS	Num	Max length of 4	In minutes – K minus H
P	Actual gate-to-gate time	Num	Max length of 4	In minutes – L minus I
Q	Departure delay time (actual minutes CRS)	Num	Max length of 4	In minutes – I minus H
R	Arrival delay time (actual minutes CRS)	Num	Max length of 4	In minutes – L minus K
S	Elapsed time difference (actual minutes CRS)	Num	Max length of 4	In minutes – P minus O
T	Wheels-off time (actual)	Num	4	Local time 24 hour clock
U	Wheels-on time (actual)	Num	4	Local time 24 hour clock
V	Aircraft tail number	Character	6	
W	Cancellation code	Character	1	Values are A, B, C, D
X	Minutes late for Delay Code E – Carrier Caused	Num	Max length of 4	In minutes

<sup>1</sup> A reporting carrier must use this form to report on-time performance data if the flight was not a codeshare flight with another U.S. carrier. A reporting carrier must also use this form to report on-time performance data if the reporting carrier operated, but did not market, a codeshare flight.

Y	Minutes late for Delay Code F – Weather	Num	Max length of 4	In minutes
Z	Minutes late for Delay Code G – National Aviation System (NAS)	Num	Max length of 4	In minutes
AA	Minutes late for Delay Code H – Security	Num	Max length of 4	In minutes
AB	Minutes late for Delay Code I – Late Arriving Flight (Initial)	Num	Max length of 4	In minutes
AC	First gate departure time (actual)	Num	4	Local time 24 hour clock
AD	Total ground time away from gate	Num	Max length of 4	In minutes
AE	Longest ground time away from gate	Num	Max length of 4	In minutes
AF	Number of landings at diverted airports	Num	1	1 to 5 for diversions, 9 designates a fly return canceled flight
AG	Diverted airport code 1	Character	3	Three letter Airport code
AH	Wheels-on time at diverted airport	Num	4	Local time 24 hour clock
AI	Total ground time away from gate at diverted airport	Num	Max length of 4	In minutes
AJ	Longest ground time away from gate at diverted airport	Num	Max length of 4	In minutes
AK	Wheels-off time (actual) at diverted airport	Num	4	Local time 24 hour clock
AL	Aircraft tail number	Character	6	
AM	Diverted airport code 2	Character	3	Three letter Airport code
AN	Wheels-on time at diverted airport	Num	4	Local time 24 hour clock
AO	Total ground time away from gate at diverted airport	Num	Max length of 4	In minutes
AP	Longest ground time away from gate at diverted airport	Num	Max length of 4	In minutes
AQ	Wheels-off time (actual) at diverted airport	Num	4	Local time 24 hour clock
AR	Aircraft tail number	Character	6	
AS	Diverted airport code 3	Character	3	Three letter Airport code
AT	Wheels-on time at diverted airport	Num	4	Local time 24 hour clock
AU	Total ground time away from gate at diverted airport	Num	Max length of 4	In minutes
AV	Longest ground time away from gate at diverted airport	Num	Max length of 4	In minutes
AW	Wheels-off time (actual) at diverted airport	Num	4	Local time 24 hour clock
AX	Aircraft tail number	Character	6	
AY	Diverted airport code 4	Character	3	Three letter Airport code
AZ	Wheels-on time at diverted airport	Num	4	Local time 24 hour clock
BA	Total ground time away from gate at diverted airport	Num	Max length of 4	In minutes
BB	Longest ground time away from gate at diverted airport	Num	Max length of 4	In minutes
BC	Wheels-off time (actual) at diverted airport	Num	4	Local time 24 hour clock
BD	Aircraft tail number	Character	6	
BE	Diverted airport code 5	Character	3	Three letter Airport code
BF	Wheels-on time at diverted airport	Num	4	Local time 24 hour clock
BG	Total ground time away from gate at diverted airport	Num	Max length of 4	In minutes
BH	Longest ground time away from gate at diverted airport	Num	Max length of 4	In minutes
BI	Wheels-off time (actual) at diverted airport	Num	4	Local time 24 hour clock
BJ	Aircraft tail number	Character	6	



## Form 2A: On-Time Performance Data for Codeshare Flights (Long)2

Field	Description	Type	Length	Comments
A1	Marketing Carrier code	Character	2	Two letter IATA code
B1	Marketing Carrier Flight number	Character	Max length of 4	
A2	Operating Carrier Code	Character	2	Two letter IATA code
B2	Operating Carrier Flight Number	Character	Max length of 4	
C	Departure airport code	Character	3	Three letter Airport code
D	Arrival airport code	Character	3	Three letter Airport code
E	Date of flight operation	Num	8	Format ccyyymmdd
F	Day of the week of flight operation	Num	1	Mon = 1, Sun = 7
G	Scheduled departure time as shown in Official Airline Guide(OAG)	Num	4	Local time 24 hour clock
H	Scheduled departure time as shown in CRS(selected by the Carrier)	Num	4	Local time 24 hour clock
I	Gate departure time (actual)	Num	4	Local time 24 hour clock
J	Scheduled arrival time per OAG	Num	4	Local time 24 hour clock
K	Scheduled arrival time per CRS	Num	4	Local time 24 hour clock
L	Gate arrival time (actual)	Num	4	Local time 24 hour clock
M	Difference between OAG and CRS scheduled departure times	Num	Max length of 4	In minutes (2 hours=120 min) G minus H
N	Difference between OAG and CRS scheduled arrival times	Num	Max length of 4	In minutes – J minus K
O	Scheduled elapsed time per CRS	Num	Max length of 4	In minutes – K minus H
P	Actual gate-to-gate time	Num	Max length of 4	In minutes – L minus I
Q	Departure delay time (actual minutes CRS)	Num	Max length of 4	In minutes – I minus H
R	Arrival delay time (actual minutes CRS)	Num	Max length of 4	In minutes – L minus K
S	Elapsed time difference (actual minutes CRS)	Num	Max length of 4	In minutes – P minus O
T	Wheels-off time (actual)	Num	4	Local time 24 hour clock
U	Wheels-on time (actual)	Num	4	Local time 24 hour clock
V	Aircraft tail number	Character	6	
W	Cancellation code	Character	1	Values are A, B, C, D
X	Minutes late for Delay Code E – Carrier Caused	Num	Max length of 4	In minutes
Y	Minutes late for Delay Code F – Weather	Num	Max length of 4	In minutes
Z	Minutes late for Delay Code G – National Aviation System (NAS)	Num	Max length of 4	In minutes
AA	Minutes late for Delay Code H – Security	Num	Max length of 4	In minutes
AB	Minutes late for Delay Code I – Late Arriving Flight (Initial)	Num	Max length of 4	In minutes
AC	First gate departure time (actual)	Num	4	Local time 24 hour clock
AD	Total ground time away from gate	Num	Max length of 4	In minutes
AE	Longest ground time away from gate	Num	Max length of 4	In minutes
AF	Number of landings at diverted airports	Num	1	1 to 5 for diversions, 9 designates a fly return canceled flight
AG	Diverted airport code 1	Character	3	Three letter Airport code
AH	Wheels-on time at diverted airport	Num	4	Local time 24 hour clock
AI	Total ground time away from gate at diverted airport	Num	Max length of 4	In minutes
AJ	Longest ground time away from gate at	Num	Max length of 4	In minutes

2 A reporting carrier must use this form to report on-time performance data if: (1) the flight was a codeshare flight held out to the public with only one U.S. carrier designator code (that a flight is also held out under any number of foreign carrier designator codes is irrelevant to determining whether to report); (2) the reporting carrier marketed, but did not operate, the codeshare flight; (3) there was no flight substitution; and (4) the operating carrier of the flight is not a reporting carrier.

	diverted airport			
AK	Wheels-off time (actual) at diverted airport	Num	4	Local time 24 hour clock
AL	Aircraft tail number	Character	6	
AM	Diverted airport code 2	Character	3	Three letter Airport code
AN	Wheels-on time at diverted airport	Num	4	Local time 24 hour clock
AO	Total ground time away from gate at diverted airport	Num	Max length of 4	In minutes
AP	Longest ground time away from gate at diverted airport	Num	Max length of 4	In minutes
AQ	Wheels-off time (actual) at diverted airport	Num	4	Local time 24 hour clock
AR	Aircraft tail number	Character	6	
AS	Diverted airport code 3	Character	3	Three letter Airport code
AT	Wheels-on time at diverted airport	Num	4	Local time 24 hour clock
AU	Total ground time away from gate at diverted airport	Num	Max length of 4	In minutes
AV	Longest ground time away from gate at diverted airport	Num	Max length of 4	In minutes
AW	Wheels-off time (actual) at diverted airport	Num	4	Local time 24 hour clock
AX	Aircraft tail number	Character	6	
AY	Diverted airport code 4	Character	3	Three letter Airport code
AZ	Wheels-on time at diverted airport	Num	4	Local time 24 hour clock
BA	Total ground time away from gate at diverted airport	Num	Max length of 4	In minutes
BB	Longest ground time away from gate at diverted airport	Num	Max length of 4	In minutes
BC	Wheels-off time (actual) at diverted airport	Num	4	Local time 24 hour clock
BD	Aircraft tail number	Character	6	
BE	Diverted airport code 5	Character	3	Three letter Airport code
BF	Wheels-on time at diverted airport	Num	4	Local time 24 hour clock
BG	Total ground time away from gate at diverted airport	Num	Max length of 4	In minutes
BH	Longest ground time away from gate at diverted airport	Num	Max length of 4	In minutes
BI	Wheels-off time (actual) at diverted airport	Num	4	Local time 24 hour clock
BJ	Aircraft tail number	Character	6	

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**Form 2B: On-Time Performance Data for Codeshare Flights (Short)<sup>3</sup>**

Field	Description	Type	Length	Comments
A1	Marketing Carrier code	Character	2	Two letter IATA code
B1	Marketing Carrier Flight number	Character	Max length of 4	
A2	Operating Carrier code	Character	2	Two letter IATA code
B2	Operating Carrier Flight number	Character	Max length of 4	
C	Departure airport code	Character	3	Three letter Airport code
D	Arrival airport code	Character	3	Three letter Airport code
E	Date of flight operation	Num	8	Format ccyyymmdd
F	Day of the week of flight operation	Num	1	Mon = 1, Sun = 7
G	Scheduled departure time as shown in Official Airline Guide (OAG)	Num	4	Local time 24 hour clock
J	Scheduled arrival time per OAG	Num	4	Local time 24 hour clock
V	Aircraft tail number	Character	6	

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<sup>3</sup> A reporting carrier must use this form to report on-time performance data if: (1) the flight was a codeshare flight held out to the public with only one U.S. carrier designator code (that a flight is also held out under any number of foreign carrier designator codes is irrelevant to determining whether to report); (2) the reporting carrier marketed, but did not operate, the codeshare flight; (3) there was no flight substitution; and (4) the operating carrier of the flight is also a reporting carrier.

## Form 3A: On-Time Performance Data for Codeshare Flights (Long)<sup>4</sup>

(For Use Only By Marketing Carrier Following July 2017 OAEP Enforcement Policy When There Is A Swap)

Field	Description	Type	Length	Comments
A1	Marketing Carrier code	Character	2	Two letter IATA code
B1	Marketing Carrier Flight number	Character	Max length of 4	
A2	Scheduled Operating Carrier Code	Character	2	Two letter IATA code
B2	Scheduled Operating Carrier Flight Number	Character	Max length of 4	
A3	Actual Operating Carrier Code	Character	2	Two letter IATA code
B3	Actual Operating Carrier Flight Number	Character	Max length of 4	
C	Departure airport code	Character	3	Three letter Airport code
D	Arrival airport code	Character	3	Three letter Airport code
E	Date of flight operation	Num	8	Format ccyyymmdd
F	Day of the week of flight operation	Num	1	Mon = 1, Sun = 7
G <sub>5</sub>	Scheduled departure time as shown in Official Airline Guide(OAG)	Num	4	Local time 24 hour clock
H	Scheduled departure time as shown in CRS(selected by the Carrier)	Num	4	Local time 24 hour clock
I	Gate departure time (actual)	Num	4	Local time 24 hour clock
J	Scheduled arrival time per OAG	Num	4	Local time 24 hour clock
K	Scheduled arrival time per CRS	Num	4	Local time 24 hour clock
L	Gate arrival time (actual)	Num	4	Local time 24 hour clock
M	Difference between OAG and CRS scheduled departure times	Num	Max length of 4	In minutes (2 hours=120 min) G minus H
N	Difference between OAG and CRS scheduled arrival times	Num	Max length of 4	In minutes – J minus K
O	Scheduled elapsed time per CRS	Num	Max length of 4	In minutes – K minus H
P	Actual gate-to-gate time	Num	Max length of 4	In minutes – L minus I
Q	Departure delay time (actual minutes)	Num	Max length of 4	In minutes – I minus H
R	Arrival delay time (actual minutes)	Num	Max length of 4	In minutes – L minus K
S	Elapsed time difference (actual minutes)	Num	Max length of 4	In minutes – P minus O
T	Wheels-off time (actual)	Num	4	Local time 24 hour clock
U	Wheels-on time (actual)	Num	4	Local time 24 hour clock
V	Aircraft tail number	Character	6	
W	Cancellation code	Character	1	Values are A,B,C, and D
X	Minutes late for Delay Code E – Carrier Caused	Num	Max length of 4	In minutes
Y	Minutes late for Delay Code F – Weather	Num	Max length of 4	In minutes
Z	Minutes late for Delay Code G – National Aviation System (NAS)	Num	Max length of 4	In minutes
AA	Minutes late for Delay Code H – Security	Num	Max length of 4	In minutes
AB	Minutes late for Delay Code I – Late Arriving Flight (Initial)	Num	Max length of 4	In minutes

<sup>4</sup> A reporting carrier must use this form to report on-time performance data if: (1) the originally scheduled flight was a codeshare flight held out to the public with only one U.S. carrier designator code (that a flight is also held out under any number of foreign carrier designator codes is irrelevant to determining whether to report); (2) there was a flight substitution (Codeshare Swap); (3) the reporting carrier marketed the originally scheduled codeshare flight but did not operate the originally scheduled codeshare flight or the substitute codeshare flight; and (4) the substitute flight was an extra section flight or the carrier that operated the flight is not a reporting carrier.

<sup>5</sup> For the purposes of fields G, H, J, and K, a carrier must provide information as it relates to the originally scheduled flight that was not operated and subject to the Codeshare Swap and must apply that information in calculating the other fields that are based on the information in fields G, H, J, and K (i.e. M, N, O, Q, R, S). All other fields and references to them relate to the substitute flight that was actually operated.

AC	First gate departure time (actual)	Num	4	Local time 24 hour clock
AD	Total ground time away from gate	Num	Max length of 4	In minutes
AE	Longest ground time away from gate	Num	Max length of 4	In minutes
AF	Number of landings at diverted airports	Num	1	1 to 5 for diversions, 9 designates a fly return canceled flight
AG	Diverted airport code 1	Character	3	Three letter Airport code
AH	Wheels-on time at diverted airport	Num	4	Local time 24 hour clock
AI	Total ground time away from gate at diverted airport	Num	Max length of 4	In minutes
AJ	Longest ground time away from gate at diverted airport	Num	Max length of 4	In minutes
AK	Wheels-off time (actual) at diverted airport	Num	4	Local time 24 hour clock
AL	Aircraft tail number	Character	6	
AM	Diverted airport code 2	Character	3	Three letter Airport code
AN	Wheels-on time at diverted airport	Num	4	Local time 24 hour clock
AO	Total ground time away from gate at diverted airport	Num	Max length of 4	In minutes
AP	Longest ground time away from gate at diverted airport	Num	Max length of 4	In minutes
AQ	Wheels-off time (actual) at diverted airport	Num	4	Local time 24 hour clock
AR	Aircraft tail number	Character	6	
AS	Diverted airport code 3	Character	3	Three letter Airport code
AT	Wheels-on time at diverted airport	Num	4	Local time 24 hour clock
AU	Total ground time away from gate at diverted airport	Num	Max length of 4	In minutes
AV	Longest ground time away from gate at diverted airport	Num	Max length of 4	In minutes
AW	Wheels-off time (actual) at diverted airport	Num	4	Local time 24 hour clock
AX	Aircraft tail number	Character	6	
AY	Diverted airport code 4	Character	3	Three letter Airport code
AZ	Wheels-on time at diverted airport	Num	4	Local time 24 hour clock
BA	Total ground time away from gate at diverted airport	Num	Max length of 4	In minutes
BB	Longest ground time away from gate at diverted airport	Num	Max length of 4	In minutes
BC	Wheels-off time (actual) at diverted airport	Num	4	Local time 24 hour clock
BD	Aircraft tail number	Character	6	
BE	Diverted airport code 5	Character	3	Three letter Airport code
BF	Wheels-on time at diverted airport	Num	4	Local time 24 hour clock
BG	Total ground time away from gate at diverted airport	Num	Max length of 4	In minutes
BH	Longest ground time away from gate at diverted airport	Num	Max length of 4	In minutes
BI	Wheels-off time (actual) at diverted airport	Num	4	Local time 24 hour clock
BJ	Aircraft tail number	Character	6	

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**Form 3B: On-Time Performance Data for Codeshare Flights (Short)<sup>6</sup>  
(For Use Only By Marketing Carrier Following July 2017 OAEP Enforcement Policy When There Is A Swap)**

<sup>6</sup> A reporting carrier must use this form to report on-time performance data if: (1) the originally scheduled flight was a codeshare flight held out to the public with only one U.S. carrier designator code (that a flight is also held out under any number of foreign carrier designator codes is irrelevant to determining whether to report); (2) there was a flight substitution (Codeshare Swap); (3) the reporting carrier marketed the originally scheduled codeshare flight but did not operate the originally scheduled codeshare flight or the substitute codeshare flight; (4) the substitute flight was not an extra section flight; and (5) the substitute flight was operated by a reporting carrier.



Field	Description	Type	Length	Comments
A1	Marketing Carrier code	Character	2	Two letter IATA code
B1	Marketing Carrier Flight number	Character	Max length of 4	
A2	Scheduled Operating Carrier code	Character	2	Two letter IATA code
B2	Scheduled Operating Carrier Flight number	Character	Max length of 4	
A3	Actual Operating Carrier code	Character	2	Two letter IATA code
B3	Actual Operating Carrier Flight number	Character	Max length of 4	
C	Departure airport code	Character	3	Three letter Airport code
D	Arrival airport code	Character	3	Three letter Airport code
E	Date of flight operation	Num	8	Format ccyymmdd
F	Day of the week of flight operation	Num	1	Mon = 1, Sun = 7
G7	Scheduled departure time as shown in Official Airline Guide (OAG)	Num	4	Local time 24 hour clock
J	Scheduled arrival time per OAG	Num	4	Local time 24 hour clock
V	Aircraft tail number	Character	6	

**RECORD FORMAT:**

The **ASQP - On Time Data** 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: XX201003-234ontime.csv

**Sample Record Format:**

```
XX,1234,ZZ,5678,DFW,BNA,20100301,1,0735,0735,0737,0915,0915,1148,0,0,100,251
,2,153,151,0753,1141,N123XX,,,,,,,,,1,MEM,1005,69,69,1114,N234XX,,,,,,,,,
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7 For fields G and J, a carrier must provide information as it relates to the originally scheduled flight that was not operated and subject to the Codeshare Swap. All other fields relate to the substitute flight that was actually operated.

# 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 10 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, OAI/BTS/OST-R, RTS-42, 1200 New Jersey Avenue, SE, Washington, D.C. 20590

## REQUIREMENTS

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

**Sample Record Format: XX,2010,03,8004000,35000**

#### 1. *ASQP – Mishandled Baggage Report (MBR) Data File*

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 (MBRs) Filed with Carrier	Numeric	Varies		35000

***Number of Domestic Scheduled Passengers Enplaned:*** All enplaned scheduled domestic passengers are counted, both revenue and non-revenue passengers are included in this total.

***Number of Mishandled Baggage Reports (MBRs) Filed with Carrier:*** Carriers are required to report all domestic reports of mishandled checked baggage, including delayed, lost, stolen, pilfered, and damaged baggage. Carriers must count an MBR even when the MBR does not result in a claim for compensation.

#### *What should be reported as an MBR?*

Any report filed by a passenger regarding mishandled baggage, whether or not immediately recorded by the carrier, must be reported to DOT. An MBR resolved within 30 minutes, or with the arrival of the next flight, is still reportable to DOT, and should not be filtered out. The Mishandled Baggage Report sent to DOT should include, for example, reports filed by a passenger even if the passenger had agreed to a voluntary separation from his/her baggage, courtesy tracer reports, baggage improperly checked by skycaps, baggage claimed by the wrong passenger, and baggage delayed because of security.

Even if it was determined that the carrier was not at fault, an MBR must be counted in the carrier's submission to DOT if the passenger filed an MBR with the carrier. Also, carriers should include informal reports taken while a search was made of the carousels.

*What should not be reported as an MBR to DOT?*

Carriers should not include MBRs submitted for charter operations, MBRs submitted by code-share passengers that did not actually travel on a flight operated by the reporting air carrier (also, carriers must not report to DOT any MBR involving an itinerary where a code-sharing partner provides the final segment of the transportation), MBRs submitted for carry-on baggage, and MBRs submitted by international travelers even if the international traveler had a domestic leg on his or her trip, and MBRs submitted for non-domestic operations. Domestic operations encompass operations between the 50 states of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands and the possessions of the United States. Carriers should also exclude MBRs submitted by passengers travelling on separate tickets on different airlines, or on a single ticket for travel on different carriers that do not have a baggage transfer agreement.