

Air Carrier Partner 2.0.14 Beta Tool: User Guide 2014 Data Year - United States Version





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Transportation and Climate Division
Office of Transportation and Air Quality
U.S. Environmental Protection Agency



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Overview

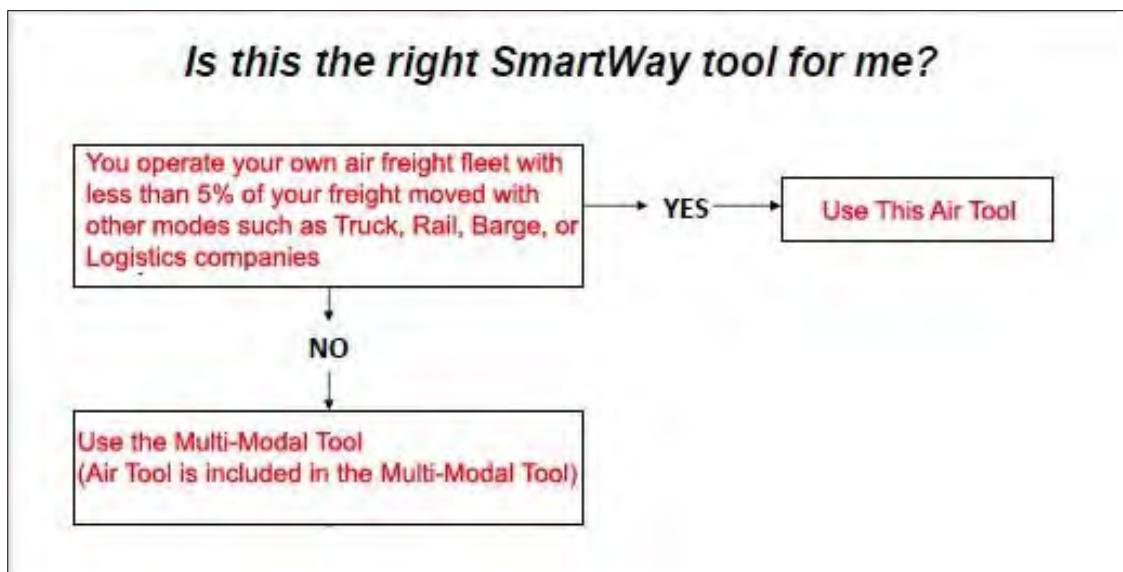
In this guide you will learn about:

1. SmartWay Basic Information
2. Joining SmartWay Transport Partnership as an aircraft company
3. Understanding the details of the SmartWay Partnership Agreement
4. Gathering the data necessary for participation in SmartWay.
5. Meeting software/hardware requirements for participating in the program

Please review this guide carefully BEFORE attempting to gather your company data, or entering data into the Air Tool. Understanding the basics of the program will simplify your SmartWay experience.

WARNING:

***Before beginning, use this chart to make sure you are choosing the right Tool for your operations! ***



If none of the above statements is applicable, contact EPA SmartWay at 734-214-4647 for assistance.

Basic Information for Air Freight Carriers

This section covers frequently asked questions and essential information about the SmartWay Transport Partnership and how air freight Carriers can participate.

What is the SmartWay Transport Partnership?

Launched in 2003, the SmartWay Transport Partnership is a public/private collaboration between the EPA and the freight industry to improve fuel efficiency, increase environmental performance, and encourage supply chain sustainability.

Seven types of freight transport companies can join SmartWay.

- Freight shippers
- Logistics companies (including 3PLs/4PLs¹)
- Truck carriers
- Rail carriers
- Barge carriers
- Multi-modal carriers
- Air freight carriers

Companies join the SmartWay Transport Partnership by submitting a Partner Tool to SmartWay. The SmartWay Tools (1) assess freight operations, (2) calculate fuel consumption and carbon footprints, and (3) track fuel-efficiency and emission reductions. SmartWay Tools must be submitted each year for the company to remain a partner in good standing.

SmartWay ranks Partners' efficiency and environmental performance and recognizes superior performance in various Partner categories through the SmartWay Excellence Awards.

Why Do Air Freight Carriers Join the SmartWay Transport Partnership?

The SmartWay Transport Partnership provides Air Freight Carriers with ways to reduce the environmental impact of their freight operations and address costs. Designed with and for the freight sector, the SmartWay Transport Partnership delivers solutions to marketplace needs and challenges. With access to the latest in EPA-tested technologies and peer-provided success

¹ 3PLs/4PLs Third party logistics companies/fourth-party logistics companies.

stories, carriers that join the SmartWay Transport Partnership can gain a better understanding of their environmental footprint and assert their corporate leadership.

Additionally, SmartWay Partners are associated with an internationally recognized and respected brand that symbolizes cleaner, more efficient transportation choices.

Shippers that join SmartWay move significant amounts of freight with SmartWay Carriers. The higher efficiency of SmartWay carriers compared to non-SmartWay carriers gives SmartWay Air Freight Carriers an opportunity to improve corporate freight efficiency, reduce their carbon footprint, and voluntarily advance freight sustainability for themselves and their customers.

Participation in SmartWay helps SmartWay Air Freight Carrier Partners

- identify opportunities to improve efficiency
- demonstrate efficiency to customers and stakeholders
- evaluate and compare carrier performance, and
- determine the company's transportation carbon footprint

SmartWay provides Air Freight Carriers with free Tools that help assess and compare various freight transportation options with detailed reports and analyses that support better business decision making.

How Do Air Freight Carriers Join the SmartWay Transport Partnership?

Air Freight Carriers join SmartWay by submitting a SmartWay Air Tool (hereafter known as the "Air Tool," or simply, the "Tool.")

Air Freight Carriers that submit Tools that are approved by EPA are known as "SmartWay Air Freight Carrier Partners." Partners that submit their Tools on time and are in good standing are eligible for use of the SmartWay Logo.

When an air freight carrier submits an Air Tool to EPA, they agree to the requirements stipulated in the SmartWay Carrier Partnership Agreement--notably, that they will measure and report the emissions performance of their company annually and provide supporting documentation to EPA upon request.

SmartWay Air Freight Carriers agree to complete and submit the SmartWay Air Tool to:

- define fleet composition
- characterize company activity
- individually benchmark multiple fleets
- track annual changes in performance

Upon approval of an Air Tool submission, an aircraft company will be identified as a SmartWay Air Freight Carrier Partner on EPA’s website, on the SmartWay Partner List, and in a database used to identify companies that meet SmartWay’s annual requirements.

How Do I Join if My Parent Company Has Multiple Fleets?

Companies that join the SmartWay Partnership should include all of their fleets in their submission. If a company wishes to list multiple fleets in the Air Tool, they should list these fleets as their customers can hire them. Internal fleets invisible to a customer should not be listed separately. Companies will be listed at the Company level in the SmartWay Partner list on the SmartWay website, and each individually defined fleet will appear as a separate entity in the SmartWay Carrier Data file that customers use to identify which fleets they do business with in the Air Tool.

SmartWay highly recommends developing your list of fleets before beginning your data entry process. Any fleet that a shipper could hire directly should be listed as a separate fleet in your Air Tool submission.

The best strategy is to have a clear idea of how to define your fleets before filling out the Tool.

What Data Do I Need to Gather to Complete the Air Tool?

To participate in SmartWay, Air Freight Carriers need to gather the following essential information to complete the Air Tool:

- The official company name, EXACTLY as you would like it presented on the EPA website
- Company contact information
- Contact details for your working contact
- Contact details for an executive contact (cannot be the same as the working contact)
- Split between US/Canada operations
- A comprehensive list of fleets, including fleet details, such as:
 - Fleet type (dedicated freight, mixed operations, or passenger)
 - Service area (international, national, or regional)
 - Revenue category
 - Total number of aircraft

- Sources for all data to be entered
- SmartWay ID number (if this is not your first Air Tool submission)

This data must be provided for all of your fleets. This data reflects the amount of freight carried by each carrier, the distance that freight is carried, and the fuel consumed to carry the freight.

What is Included in the SmartWay Air Freight Carrier Partnership Agreement?

To join the SmartWay Transport Partnership as an Air Freight Carrier, you must agree to the language on the “Partnership Annual Agreement for Carriers.” When you begin working within the Tool, you will be asked to check a box stating that you agree to the terms of the Partnership Agreement. **This agreement must be renewed annually.**

Please review this language with the appropriate personnel within your organization before completing or submitting a Tool to EPA. Your company’s executive contact must approve this agreement.

Partnership Agreement for Air Companies

With this agreement, your company joins EPA's SmartWay Transport Partnership and commits to:

1. Measure and report to EPA on an annual basis the environmental performance of your fleet(s) using EPA's SmartWay Tool. (Existing fleets must report the 12 months of data for the prior year ending December 31. Newly formed companies require a minimum of 3 months of operational data.)
2. Have performance results and Tool submittal status posted on the EPA SmartWay website/database.
3. Agree to submit supporting documentation to EPA for any data used to complete this Tool and agree to EPA audit of this data upon request by EPA.

In return, EPA commits to:

1. Promote company participation in the Partnership by posting Partner names on the EPA SmartWay Website and in related educational, promotional, and media materials. EPA will obtain express written consent from the Partner before using the Partner's name, other than in the context of increasing public awareness of its participation as described here.
2. Provide companies with industry-wide performance benchmark data as this data becomes available to EPA.
3. Assist Partners in achieving emission and fuel usage reduction goals (subject to Federal Government Appropriations).

General Terms

1. If the Partner or EPA defaults upon this agreement at any point, the agreement shall be considered null and void.
2. Either party can terminate the agreement at any time without prior notification or penalties or any further obligation.
3. EPA agrees not to comment publicly regarding the withdrawal of specific Partners.
4. EPA reserves the right to suspend or revoke Partner status for any Partner that fails to accomplish the specific actions to which it committed in the SmartWay Transport Partnership Agreement and subsequent annual agreements.
5. The Partner agrees that it will not claim or imply that its participation in the SmartWay Transport Partnership constitutes EPA approval or endorsement of anything other than the Partner's commitment to the program. The Partner will

not make statements or imply that EPA endorses the purchase or sale of the Partner's products and services or the views of the Partner.

6. Submittal of this SmartWay Tool annually constitutes agreement to all terms in this Partnership Agreement. No separate agreement need be submitted.

What Software and Hardware is Required for Completing the SmartWay Air Tool?

The Air Tool was designed in "Microsoft Excel Forms." Completing the Air Tool requires the following software and hardware:

- A 2003 or later version of Microsoft Excel
- Excel security level set at Medium or lower
- A PC running Windows XP or a newer operating system, or a Mac that is running the Windows XP operating system (the Tool does not currently work using the Mac operating system)
- A minimum of 10 megabytes of free disk space. More disk space may be required based on the number of companies you define in your Tool
- Adequate memory (RAM) to run Microsoft Office
- A monitor resolution of at least 1,024 x 768

Please check with the user guides for your computer, online support, or your company's IT department to make sure your system is set up to use the Air Tool.

We encourage you to make sure that your virus software is up to date, and to scan your PC before putting data in the Air Tool.

Organization of the SmartWay Air Tool

The Air Tool is the basis of the SmartWay Partnership for Air Freight Carriers. Completion and submission of an Air Tool is the first step to becoming a SmartWay Air Freight Company Partner. Your Tool submission must be approved by EPA before you are officially a Partner.

The Air Tool is organized around

- information screens
- forms or worksheets
- reports and summaries

Each screen or form opens up within a Microsoft Excel spreadsheet. The screens generally look like the one shown here.

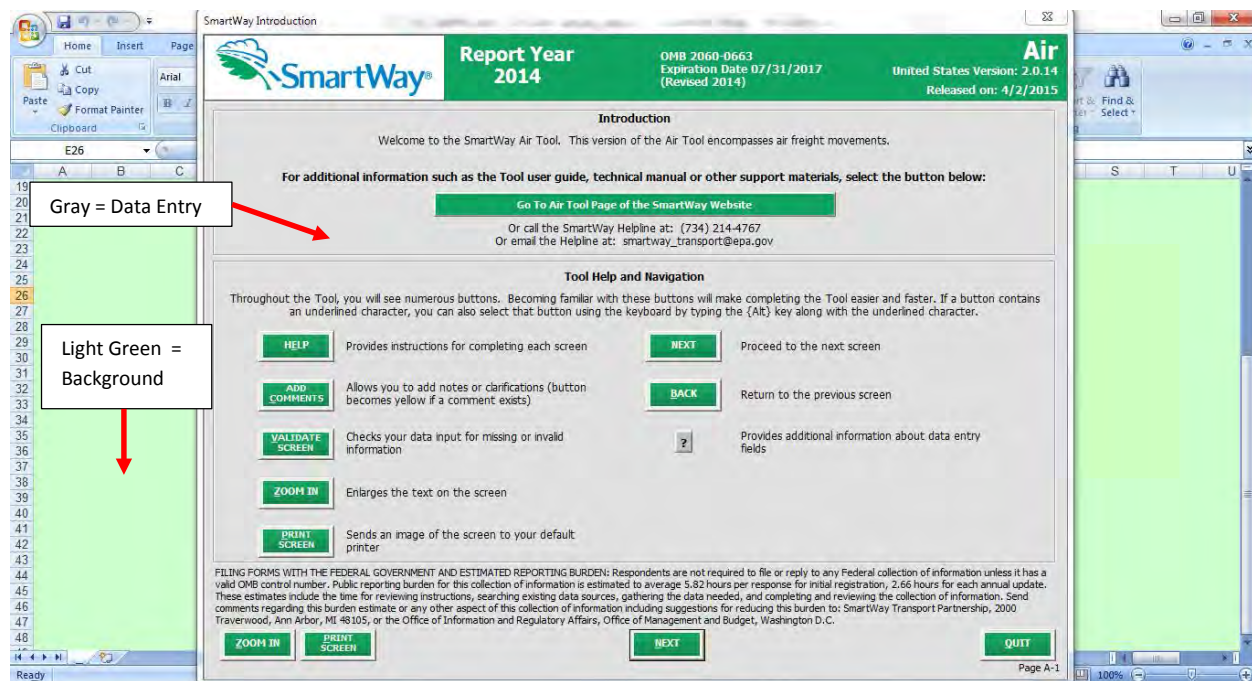


Figure 1: Screenshot of the Orientation of the Air Tool in Microsoft Excel

The gray screen is where you enter data. The light green background is the Excel workbook; this area remains in the background is NOT used for data entry. For the purposes of your tool submission, disregard the background workbook.

The name of each form appears at the top left-hand corner of the screen, in white text on the blue window bar, and the reporting year for the Tool is prominently displayed at the top of the screen.

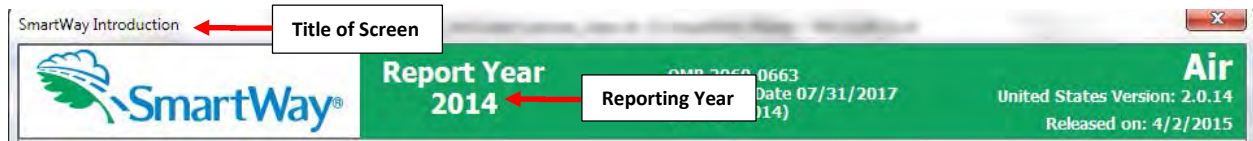


Figure 2: Screenshot of Title of Screen/Form

Each screen contains text instructions or information about the program. Where applicable, the screen will also include buttons linking to the SmartWay website or other sections of the Tool (e.g., the various data entry screens); these buttons will be shown in green and clearly labeled, as seen in **Figure 3**.

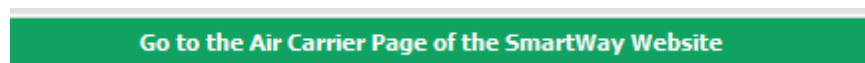


Figure 3: Screenshot of Button Link in the Tool

The screens also contain navigation buttons to direct you through the Tool.




Figure 4: Screenshot of Selected Navigation Buttons in the Tool



When new concept/topic is introduced on a screen, a small question mark ([?]) appears next to it. When you select the question mark, you will find additional definitions of terms or instructions to help you complete the screen properly.

Adding Comments assists SmartWay Tool reviewers in approving your Tool as quickly as possible. Your comments help reviewers understand your fleet operations. Any details that you can provide related to your operations will speed up approval time.



The  button located at the bottom of the screen allows you to enter notes about the data collection process, your assumptions and methods, or other information. These details could prove useful for your reviewer when you or someone else completes the Tool next year.



The  button will be highlighted in yellow on your screen if comments have been added for a particular screen. The button will then read  to indicate to your reviewer that there are comments to be read.



Getting Started

Downloading the SmartWay Air Tool

To download the Air Tool, visit: <http://www.epa.gov/smartway/forpartners/index.htm>. Save the Tool in a folder on your hard drive; this folder will house copies of your data and future updates.

Setting Your Security Levels for the SmartWay Tools

In some cases, Microsoft Excel will ask you to adjust your security settings before opening the Tool. Instructions should appear on your screen *if* you need to change your security settings before running the Tool. The instructions differ depending upon what version of Excel you use (Excel 2003, 2007, 2010, or 2013). See Appendix B for further details.

Introduction Screens

Before you reach your data entry section of the Tool, you will move through six introductory screens that allow you to review the basics of participation in SmartWay for air freight Carriers. These include:

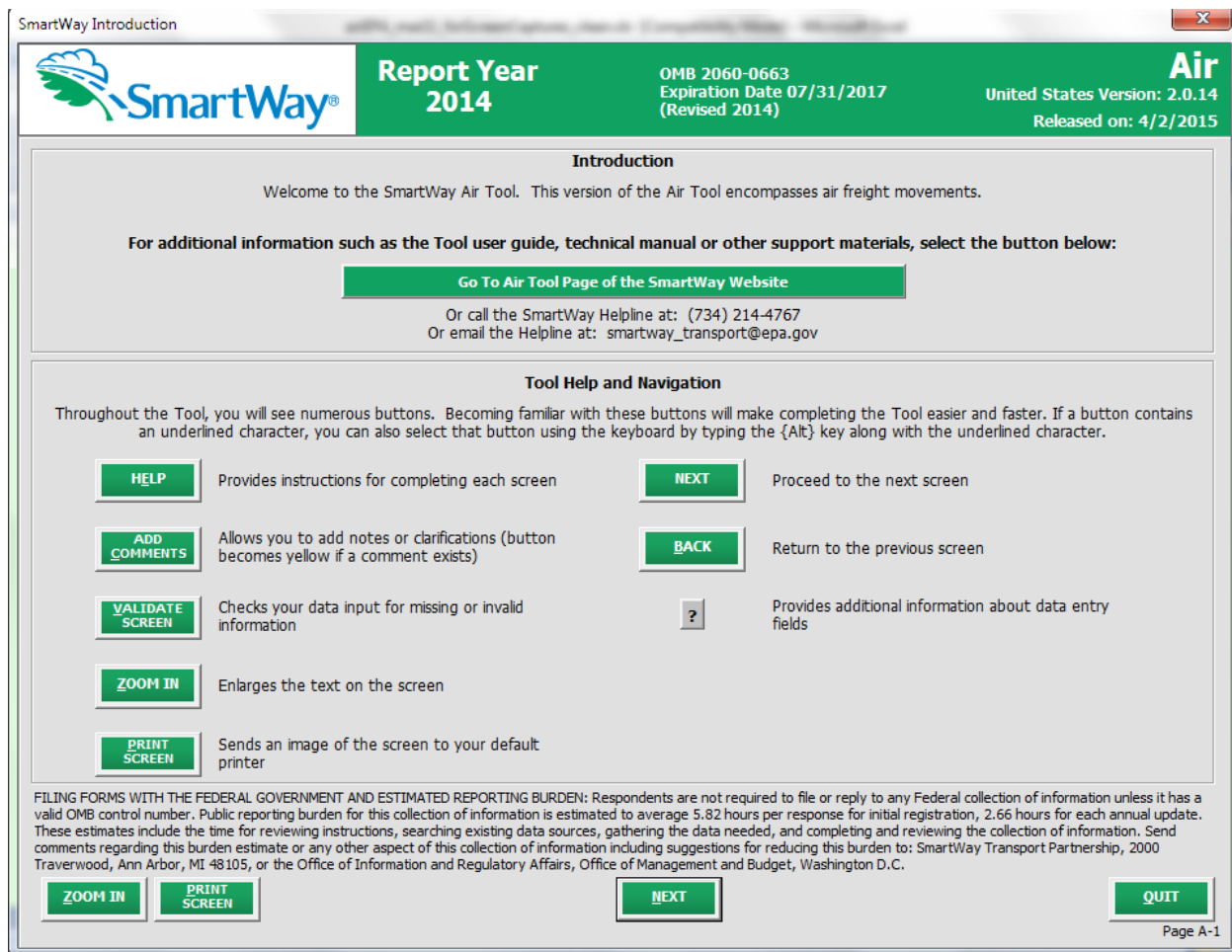
- The “SmartWay Introduction” Screen
- The “SmartWay Partnership Annual Agreement” Screen
- The “SmartWay Tool Selection” Screen
- The “Required Information” Screen
- The “Partner Schedule” Screen
- The “SmartWay US / Canadian Operations” Screen

The features of these screens are described below.

SmartWay Introduction Screen

The **SmartWay Introduction** screen is the first window that appears when the Tool is opened (**Figure 5**). This screen contains:

- a button linking to the SmartWay website where you can view and download additional information about the program, the Tool, and the technical basis for the calculations in the Tool
- descriptions of Tool Help and Navigation buttons found throughout the Tool



SmartWay Introduction

Report Year 2014

OMB 2060-0663
Expiration Date 07/31/2017
(Revised 2014)

Air

United States Version: 2.0.14
Released on: 4/2/2015

Introduction

Welcome to the SmartWay Air Tool. This version of the Air Tool encompasses air freight movements.

For additional information such as the Tool user guide, technical manual or other support materials, select the button below:

Go To Air Tool Page of the SmartWay Website

Or call the SmartWay Helpline at: (734) 214-4767
Or email the Helpline at: smartway_transport@epa.gov

Tool Help and Navigation

Throughout the Tool, you will see numerous buttons. Becoming familiar with these buttons will make completing the Tool easier and faster. If a button contains an underlined character, you can also select that button using the keyboard by typing the {Alt} key along with the underlined character.

HELP	Provides instructions for completing each screen	NEXT	Proceed to the next screen
ADD COMMENTS	Allows you to add notes or clarifications (button becomes yellow if a comment exists)	BACK	Return to the previous screen
VALIDATE SCREEN	Checks your data input for missing or invalid information	?	Provides additional information about data entry fields
ZOOM IN	Enlarges the text on the screen		
PRINT SCREEN	Sends an image of the screen to your default printer		

FILING FORMS WITH THE FEDERAL GOVERNMENT AND ESTIMATED REPORTING BURDEN: Respondents are not required to file or reply to any Federal collection of information unless it has a valid OMB control number. Public reporting burden for this collection of information is estimated to average 5.82 hours per response for initial registration, 2.66 hours for each annual update. These estimates include the time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden to: SmartWay Transport Partnership, 2000 Traverwood, Ann Arbor, MI 48105, or the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington D.C.

ZOOM IN **PRINT SCREEN** **NEXT** **QUIT**

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Figure 5: SmartWay Introduction Screen

Of special note is the small question mark ([?]), which appears next to new concepts when they are introduced throughout the Tool. Clicking the question mark will reveal additional definitions of terms or instructions to help you complete the screen properly.

After selecting the **NEXT** button on the **SmartWay Introduction** screen, the **SmartWay Partnership Annual Agreement** will appear.

SmartWay Partnership Annual Agreement Screen

SmartWay Partnership Annual Agreement

Report Year 2014

Air

United States Version: 2.0.14
Released on: 4/2/2015

Partnership Annual Agreement for Carriers

With this annual agreement, your company joins EPA's SmartWay Transport Partnership and commits to:

1. Measure and report to EPA on an annual basis the environmental performance of your fleet(s) using EPA's SmartWay Tool. (Existing fleets must report the 12 months of data for the prior year ending December 31. Newly formed companies require a minimum of 3 months of operational data.)
2. Have performance results and Tool submittal status posted on the EPA SmartWay website/database.
3. Agree to submit supporting documentation to EPA for any data used to complete this Tool and agree to EPA audit of this data upon request by EPA.

In return, EPA commits to:

1. Promote company participation in the Partnership by posting Partner names on the EPA SmartWay Website and in related educational, promotional, and media materials. EPA will obtain express written consent from the Partner before using the Partner's name, other than in the context of increasing public awareness of its participation as described here.
2. Provide companies with industry-wide performance benchmark data as this data becomes available to EPA.
3. Assist Partners in achieving emission and fuel usage reduction goals (subject to Federal Government Appropriations).

General Terms

1. If the Partner or EPA defaults upon this agreement at any point, the agreement shall be considered null and void.
2. Either party can terminate the agreement at any time without prior notification or penalties or any further obligation.
3. EPA agrees not to comment publicly regarding the withdrawal of specific Partners.
4. EPA reserves the right to suspend or revoke Partner status for any Partner that fails to accomplish the specific actions to which it committed in the SmartWay Transport Partnership Agreement and subsequent annual agreements.
5. The Partner agrees that it will not claim or imply that its participation in the SmartWay Transport Partnership constitutes EPA approval or endorsement of anything other than the Partner's commitment to the program. The Partner will not make statements or imply that EPA endorses the purchase or sale of the Partner's products and services or the views of the Partner.
6. Submittal of this SmartWay Tool annually constitutes agreement to all terms in this Partnership Agreement.
No separate agreement need be submitted.

By checking the box below, I declare that the information submitted via this Tool is, to the best of my knowledge, accurate. I understand that any person who, in the course of negotiating or performing under this Agreement, makes, presents or submits a false or misleading statement to the government, or any person who makes a material omission in the course of negotiating or performing under this Agreement, may be subject to liability under all applicable civil and criminal statutes including 18 U.S.C. 1001 (criminal liability for false statements), 31 U.S.C. 3801 - 3812 (civil liability for false statements) and 31 U.S.C. 3729-33 (The False Claims Act).

☐ I understand and agree to the terms of this agreement.

Click to accept Agreement

ZOOM IN PRINT SCREEN BACK NEXT QUIT

Page A-2

Figure 6: SmartWay Partnership Annual Agreement

Submitting an Air Tool to EPA constitutes agreement to all terms of the Partnership Agreement, which is required for joining SmartWay and remaining a partner in good standing

All participants in SmartWay are strongly advised to read the agreement thoroughly

If you have been assigned the responsibility for completing your tool submission but are not in the position to approve the agreement, acquire any necessary approvals **before** trying to input data into the Tool.

To move to next screen, you must check the box indicating that your company accepts the terms of the agreement.

SmartWay Tool Selection Screen

SmartWay offers several tools tailored for different types of businesses and fleets. Most air freight Carriers will use the Air Tool; however, it is advisable to review this screen in the Air Tool to make sure it is the best option for your operations.

This screen provides basic information on two SmartWay tools (Air and Multi-modal) appropriate for different types of freight operations. Your choice of tool will depend primarily on your transport modes and the amount of business you contract to other Carriers.

Follow the flow chart in **Figure 7** to determine which Tool is most appropriate for your fleet(s).

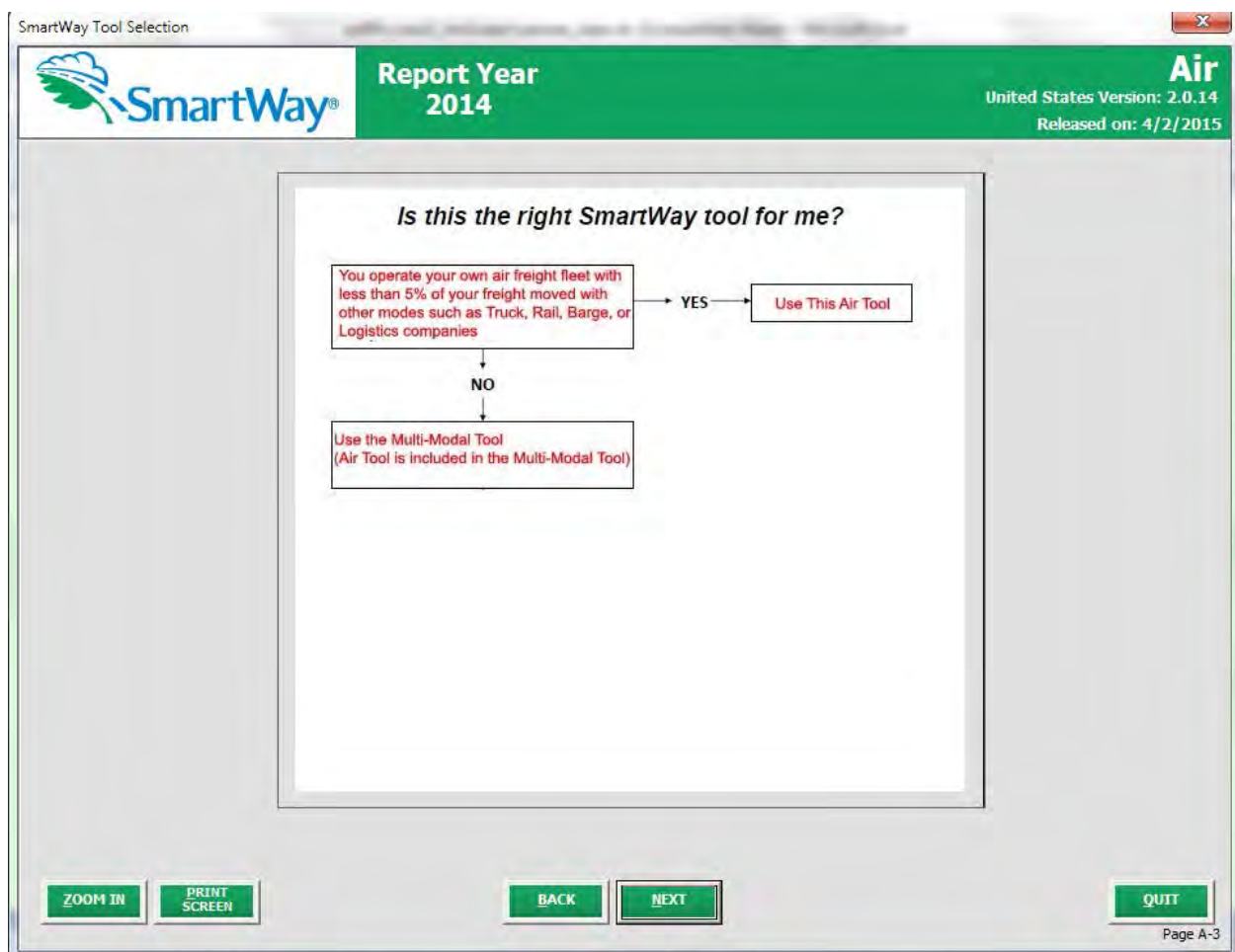
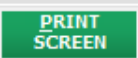
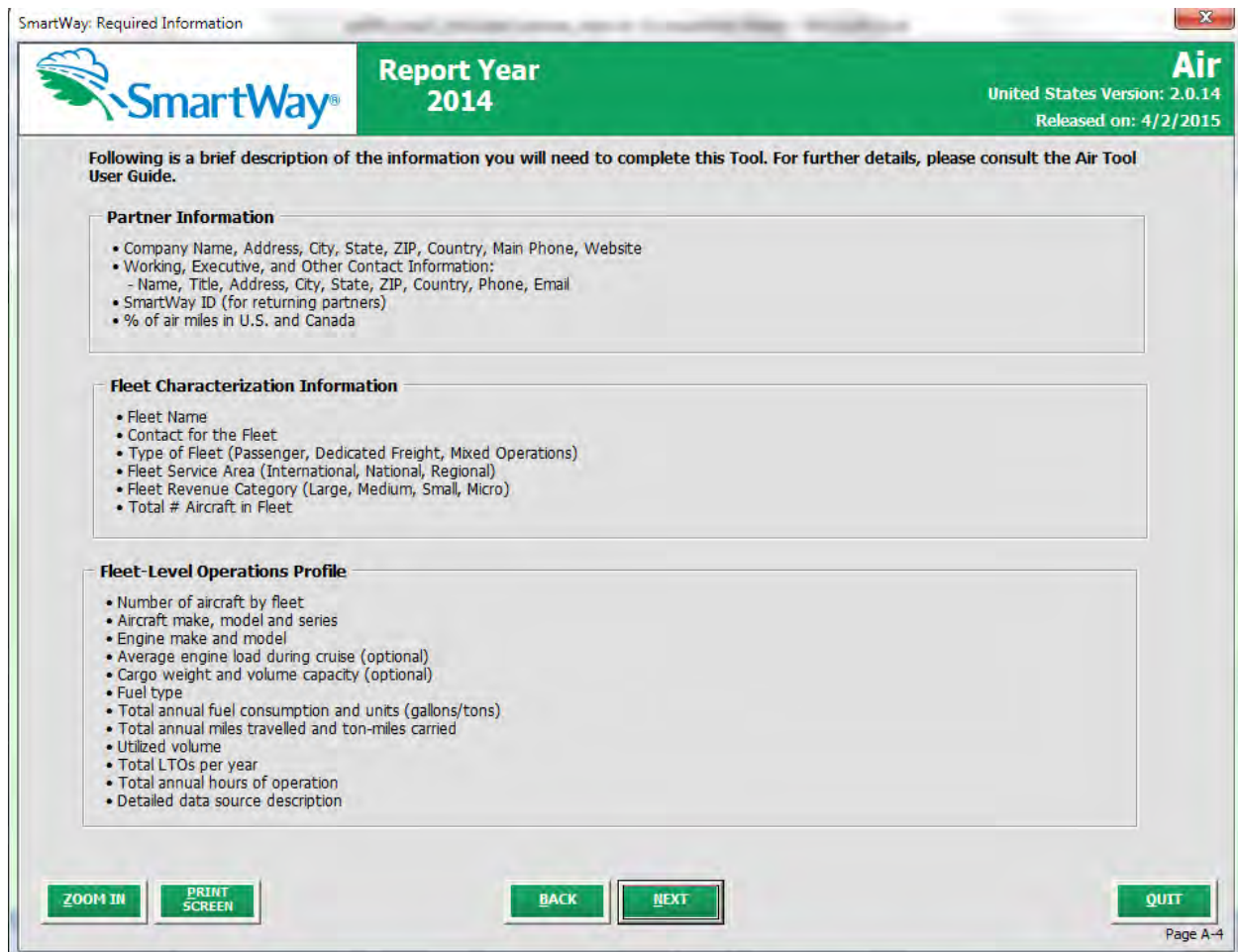


Figure 7: Determining Which Tool is Appropriate for Your Fleets

Required Information Screen

This next screen summarizes the information needed to complete the Air Tool.

You may select  to create a hard copy to reference as you complete the rest of the Tool.



SmartWay: Required Information

SmartWay **Report Year 2014** **Air**
United States Version: 2.0.14
Released on: 4/2/2015

Following is a brief description of the information you will need to complete this Tool. For further details, please consult the Air Tool User Guide.

Partner Information

- Company Name, Address, City, State, ZIP, Country, Main Phone, Website
- Working, Executive, and Other Contact Information:
 - Name, Title, Address, City, State, ZIP, Country, Phone, Email
- SmartWay ID (for returning partners)
- % of air miles in U.S. and Canada

Fleet Characterization Information

- Fleet Name
- Contact for the Fleet
- Type of Fleet (Passenger, Dedicated Freight, Mixed Operations)
- Fleet Service Area (International, National, Regional)
- Fleet Revenue Category (Large, Medium, Small, Micro)
- Total # Aircraft in Fleet

Fleet-Level Operations Profile

- Number of aircraft by fleet
- Aircraft make, model and series
- Engine make and model
- Average engine load during cruise (optional)
- Cargo weight and volume capacity (optional)
- Fuel type
- Total annual fuel consumption and units (gallons/tons)
- Total annual miles travelled and ton-miles carried
- Utilized volume
- Total LTOs per year
- Total annual hours of operation
- Detailed data source description

ZOOM IN **PRINT SCREEN** **BACK** **NEXT** **QUIT**

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Figure 8: Summary of Required Information

The Partner Schedule Screen

As seen in Figure 9, this screen shows the SmartWay Partner Schedule and Data Flow Diagram, which provides the various Tool release and due dates for the 2015 calendar year, for tools completed using 2014 data. Refer to these dates to help ensure on-time delivery of your tool submittal.

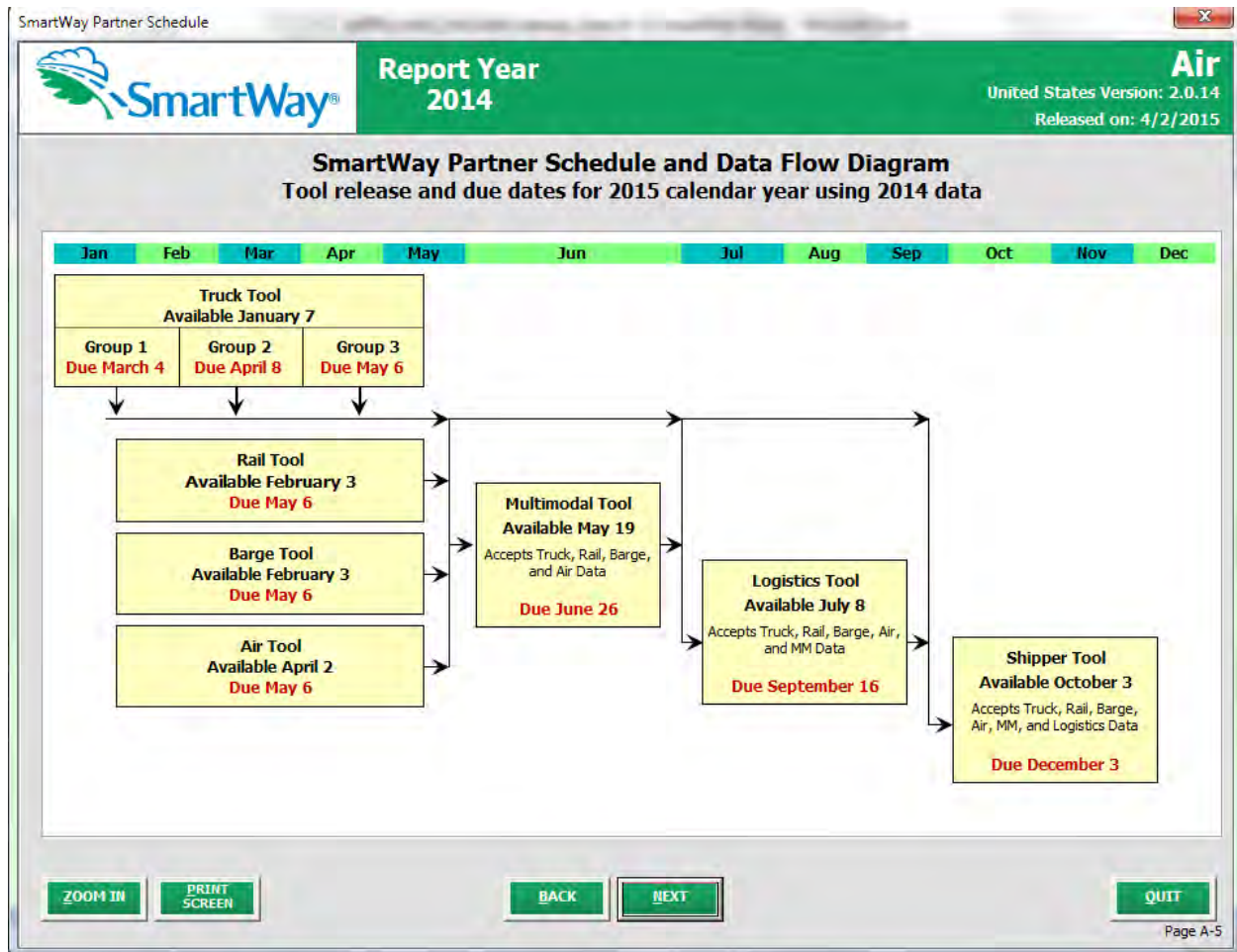


Figure 9: SmartWay Partner Schedule and Data Flow Diagram

The US/Canada Operations Screen

The last introductory screen asks for information about operations you have in the US and Canada.

SmartWay US / Canadian Operations

Report Year 2014

Air
United States Version: 2.0.14
Released on: 4/2/2015

The SmartWay Transport Partnership is now being administered in the United States and Canada. The Partnership operates the same in both countries, allowing partners to submit one tool for all of their US-Canada operations. Partners will be recognized by both national programs and will be listed on both the US and Canadian SmartWay websites. The US and Canadian SmartWay tools produce the same output results, however the Canadian tools use metric rather than English measurements and are available in French as well as English.

Partners should submit to the country where their headquarters is geographically located.

If unsure about which country to which you should submit, please contact either national SmartWay Program for assistance.

United States: <http://www.epa.gov/smartway/>
Canada: <http://www.smartway.nrcan.gc.ca>

To allow the United States and Canada to determine country-specific impacts for internal tracking purposes, please answer the following question about your freight operation. This answer is not used in any calculations regarding your score so therefore can be approximate.

Please indicate the percentage of your overall operations in the United States and Canada. ?

% Operation in the United States
 % Operation in Canada

ZOOM IN PRINT SCREEN BACK NEXT ADD COMMENTS QUIT HELP

Page A-6

Figure 10: US/Canadian Operations Screen

The SmartWay Transport Partnership is now being administered in both the United States and Canada. The Partnership operates the same way in both countries; however, data collection for Canadian Partners is collected in metric units and there are French translations of all Tool screens and guidance.

If your company operates in both the United States and Canada, note that you should **ONLY SUBMIT ONE TOOL**. You may select either the US Tool or the Canadian Tool, and your Partnership participation will be recognized in both countries.² If unsure about which country to which you should submit, you may contact either national SmartWay Program for assistance. Use the following program links:

² Natural Resources Canada plans to release their version of the Air Tool in 2016.

United States: <http://www.epa.gov/smartway/>

Canada: <http://www.smartway.nrcan.gc.ca>

To allow the United States and Canada to accurately determine the impacts of freight operations in each country, you are asked to complete a single screen indicating the approximate percentage of your total air miles that are US-based vs. Canada-based.

Once you have navigated through the introductory screens, you will go to the Air Tool **Home** screen.

Entering Data into the Tool

All data entry screens are reached by starting on the [Home](#) screen.

Figure 11 displays the structure of the [Home](#) screen.

The screenshot shows the 'SmartWay Air Home' window. The title bar reads 'SmartWay Air Home'. The header has a green background with the SmartWay logo on the left, 'Report Year 2014' in the center, and 'Air' on the right. Below 'Air' is the text 'United States Version: 2.0.14' and 'Released on: 4/2/2015'. The main content area has a light gray background. It starts with a paragraph: 'Please complete the following steps. Check boxes on the left indicate successful completion of each step. For more information, select the 'Help' button.' Below this is a list of steps, each with a checkbox on the left and a green button on the right. Step 1: '1. Enter Partner Name (Exactly as it should appear on the SmartWay website):' with a text input field. Step 2: '2. Enter Contact Information' with a green button. Step 3: '3. Air Fleet Identification & Characterization' with a green button. Step 4: '4. Select Air Fleet for Data Entry: (Double-click the fleet name or select and hit Enter):' with a large text input field. Step 5: '5. Review Year-to-Year Comparison' with a green button and a '?' icon. Step 6: '6. Partner Profile / Logo Info / Suggestions' with a green button and a '?' icon. Step 7: '7. View Your Data Reports' with a green button. Step 8: '8. Generate Files to Send to EPA*' with a green button and a '?' icon. Below the steps is a note: '* After selecting this option, be sure to carefully read all directions before proceeding.' At the bottom are six green buttons: 'BACK', 'ZOOM IN', 'PRINT SCREEN', 'SAVE', 'EXIT', and 'HELP'. The bottom right corner says 'Page A-7'.

SmartWay Air Home

Report Year 2014

Air

United States Version: 2.0.14
Released on: 4/2/2015

Please complete the following steps. Check boxes on the left indicate successful completion of each step. For more information, select the 'Help' button.

- ☐ 1. Enter Partner Name (Exactly as it should appear on the SmartWay website):
- ☐ 2. Enter Contact Information
- ☐ 3. Air Fleet Identification & Characterization
- ☐ 4. Select Air Fleet for Data Entry:
(Double-click the fleet name or select and hit Enter):
- ☐ 5. Review Year-to-Year Comparison ?
- ☐ 6. Partner Profile / Logo Info / Suggestions ?
- ☐ 7. View Your Data Reports
- ☐ 8. Generate Files to Send to EPA* ?

* After selecting this option, be sure to carefully read all directions before proceeding.

BACK ZOOM IN PRINT SCREEN SAVE EXIT HELP

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Figure 11: Main Tool Navigation or “Home” Screen

Sections of the Tool

The Air Tool **Home** screen contains **eight sections**. Each section links to additional screens or worksheets within the Tool which are described below:


- Section 1: Enter Partner Name (data field):** Specify your company's Partner Name, exactly as you want it to appear on the SmartWay website.
- Section 2: Enter Contact Information (button):** This button takes you to a screen that asks for general company contact information, a working SmartWay point of contact, and an executive-level contact. Additional contacts may also be included.
- Section 3: Air Fleet Identification & Characterization (button):** This button takes you to screens that ask you to define all the fleets your company operates and provide information describing their operation. Once these parameters are defined, the software will enable you to generate blank data entry forms for each fleet.
- Section 4: Select Air Fleet for Data Entry (selection list):** Selecting a fleet name will take you to screens asking for the aircraft carrier and operations information necessary to calculate efficiency metrics for the fleet.
- Section 5: (Optional) Review Year-to-Year Comparison (button):** This optional step allows you to compare previous year data entries to one another or to the data entered for the current year. The comparison reports provide a useful tool for performing quality control of current data, as well as a method for evaluating trends in operation changes, activity levels and business unit performance over time. NOTE – function available beginning in 2016.
- Section 6: (Optional) Partner Profile / Logo Info / Suggestions (button):** Here you can provide information about your company's environmental accomplishments and give EPA feedback about the SmartWay program.
- Section 7: (Optional) View Your Data Reports (button):** Here you can view final summaries of your data including all data inputs, aircraft and fleet summaries, emission summaries, a comments report, and a Partner Information report.
- Section 8: Generate File to Send to EPA (button):** This button creates a version of the Tool (in XML format) for you to send as an attachment in an e-mail to your Partner Account Manager (PAM). Selecting the OK button on this screen does **not** automatically submit the file to EPA; you still need to submit it to EPA by attaching it in an e-mail.

Entering Your Data


With the exception of Section 1, clicking on the buttons or list items in Sections 2 through 6 will take you to additional screens and worksheets that comprise the data entry segments of the Tool.

The first four sections of the Home screen are mandatory and MUST be completed in order. These sections comprise all the data collection steps needed to complete your

SmartWay Air Tool. After they are completed, you can review your output and/or submit your Tool to EPA.


Once you complete each mandatory step, a  will appear on the left of the screen.

Validating Your Data


The Air Tool includes range checks and other validation rules to help identify potential data entry errors and/or unusual data values. To identify potential data problems and ensure a high quality data submission, select the  button before moving on to the next screen.

The tool will identify any potential data problems on that screen and prompt you to modify the entry or provide a text explanation for legitimate anomalies.


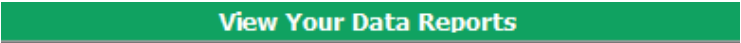
Saving Your Data

You can save the data you have entered at any time by selecting the  button that appears at the bottom of all screens (including the [Home](#) screen). EPA recommends saving your data frequently if you are entering information for large numbers of fleets and/or aircraft.

Providing Additional Information

The Air Tool includes an optional section that allows you to provide EPA with additional information regarding your company's environmental stewardship, potential use of the SmartWay Logo, and general feedback regarding the SmartWay program. Access this section by clicking the  button on the HOME screen.

Reviewing Your Data

Selected screens within the Tool have a  button. To generate a hard copy of screen text or your data inputs, select this button. The screen will be printed on your default printer. Alternately, you can return to the Home screen, select the  button, identify the report of interest

using the Reports Menu, and print them out for review. The data reports provided by the Air Tool are discussed further in the [View Your Data Reports](#) section of this guide.

Submitting Data to SmartWay

Detailed instructions on properly submitting your data to EPA is included later in this guide.

Detailed Data Entry Instructions

Establishing Your Data Collection Year

Before beginning your data entry, identify the last calendar year for which you have full annual (12 months) data. This means that you have data from January of the calendar year through December of the same year. If you are submitting for the first time and do not have a full year of operational data, please collect **a minimum of three months' data** for input into the Air Tool. In your next update year, you will be required to submit a full year's data.

Section 1: Specify Official Partner Name

Your Partner Name is the official name that your customers would recognize for your company—in other words, the name someone hiring you would look for.

You must specify your company's official Partner Name, exactly as you want it to appear on the SmartWay website.

For example, if you enter:

- ABC Company
- ABC Company, Inc.
- ABC COMPANY LLC

Your company will be listed **exactly** as you've entered. Therefore, it is important to pay special attention to proper capitalization, abbreviations, annotations, and punctuation.

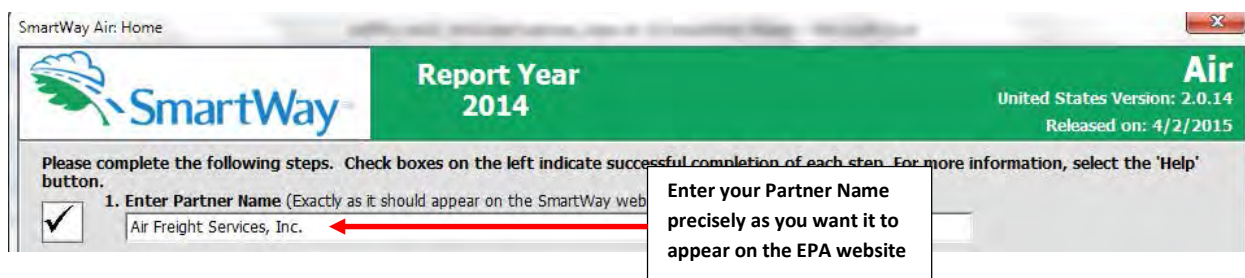
The screenshot shows the 'SmartWay Air Home' window. At the top, there's a green header bar with the SmartWay logo on the left, 'Report Year 2014' in the center, and 'Air' on the right. Below the logo, it says 'United States Version: 2.0.14' and 'Released on: 4/2/2015'. The main content area has a grey background with a list of steps. Step 1 is 'Enter Partner Name (Exactly as it should appear on the SmartWay web button.)'. To the left of this step is a checkbox that is checked. Below the step text is a text input field containing 'Air Freight Services, Inc.'. A red arrow points from a callout box to this input field. The callout box contains the text: 'Enter your Partner Name precisely as you want it to appear on the EPA website'.

Figure 12. Partner Name Field on Home Screen

Proceed to Section 2 to enter contact information.

Section 2: Enter Contact Information

From the [Home](#) screen, select the Go To Contact Information Screen button.

The screenshot shows the 'SmartWay Air Home' window. At the top, there's a green header with the 'SmartWay' logo on the left, 'Report Year 2014' in the center, and 'Air' on the right. Below the header, a green bar contains 'United States Version: 2.0.14' and 'Released on: 4/2/2015'. The main area has a list of steps: 1. Enter Partner Name (checked), 2. Enter Contact Information (highlighted with a red arrow and a 'Select' label), 3. Air Fleet Identification & Characterization, 4. Select Air Fleet for Data Entry, 5. Review Year-to-Year Comparison, 6. Partner Profile / Logo Info / Suggestions, 7. View Your Data Reports, and 8. Generate Files to Send to EPA*. At the bottom, there are buttons for BACK, ZOOM IN, PRINT SCREEN, SAVE, EXIT, and HELP. The page number 'Page A-7' is in the bottom right corner.

Figure 13: Enter Contact Information Button on Home Screen

You will then be taken to the [Contact Information](#) screen. This screen will ask you to, provide the following information:

1. Company Information
2. Working Contact information
3. Executive Contact (Vice President or higher)
4. Other Contacts

SmartWay: Contact Information

Partner Information | Working Contact | Executive Contact | Other Contacts

Address1* 123 Clear Skies Way

Address2 Suite 101

City* Omaha State* NE ZIP* 32587 Country* USA

Main Phone* 123-456-7890 Toll Free

Web Site www.airfreight.com **Show**

There must be at least two different people that SmartWay can contact. The Working Contact is the person assigned to work directly with EPA regarding timely and accurate Tool submission, and maintaining direct communication with SmartWay.

The Executive Contact is the company executive who is responsible for agreeing to the requirements in the SmartWay Partnership Annual Agreement and ensuring timely submission of the Tool to SmartWay. The Executive Contact should be a Vice President or higher-level representative for the company.

Working Contact: ?

Name First* Glenn MI Last* Johnson

Title* VP Operations

Executive Contact: ?

Name First* Jack MI Last* Shephard

Title* CEO

* - Required

NEXT **ZOOM IN** **PRINT SCREEN** **HOME** **VALIDATE SCREEN** **ADD COMMENTS** **HELP**

Page A-8

Figure 14: Partner Contact Information Screen

Each field marked with an asterisk must be filled out. You will not be able to submit the Tool to SmartWay without this information.

Steps for Entering Contact Information:

Under the Partner Information tab:

1. **Enter the Company data.**
2. **Enter the Working Contact** name and title.

The **Working Contact** is the individual designated by the Executive Contact to directly interface with SmartWay regarding specific tasks involved in the timely submission of the Tool. The Working Contact is responsible for coordinating the assembly of information to complete/update fleet data; completing and updating the Tool itself; maintaining direct communication with SmartWay; and keeping interested parties

within the company apprised of relevant developments with SmartWay. (NOTE: To ensure that e-mails from SmartWay/EPA are not blocked, new contacts may need to add SmartWay/EPA to their preferred list of trusted sources.)


3. **Enter the Executive Contact name and title.**

The **Executive Contact** is the company executive who is responsible for agreeing to the requirements in the SmartWay Partnership Annual Agreement, overseeing the Working Contact (as appropriate), and ensuring the timely submission of the Tool to SmartWay. The Executive Contact also represents the company at awards/recognition events. This person should be a Vice President or higher level representative for the company.

Under the Working Contact tab:

The screenshot shows a web application window titled "SmartWay: Contact Information". It has four tabs: "Partner Information", "Working Contact" (which is selected and highlighted in blue), "Executive Contact", and "Other Contacts". Below the tabs, a message says "Please enter information about your Working Contact here." The form contains several fields: "Name" with the value "Glenn Johnson"; a green button labeled "Use Partner Address"; "Address1*" with "123 Clear Skies Way"; "Address2" with "Suite 101"; "City*" with "Omaha", "State*" with a dropdown menu showing "NE", "ZIP*" with "32587", and "Country*" with "USA"; "Phone*" with "713-895-7485", "Ext" with "212", "Cell" with "713-877-2589", and "Fax" with "713-259-8659"; "Email*" with "glenn.johnson@airfreight.com"; and "Confirm Email*" with "glenn.johnson@airfreight.com". A green checkmark icon is next to the email fields. At the bottom left, it says "* - Required". At the bottom, there is a row of green buttons: "BACK", "NEXT", "ZOOM IN", "PRINT SCREEN", "HOME", "VALIDATE SCREEN", "ADD COMMENTS", and "HELP". The page number "Page A-9" is in the bottom right corner.

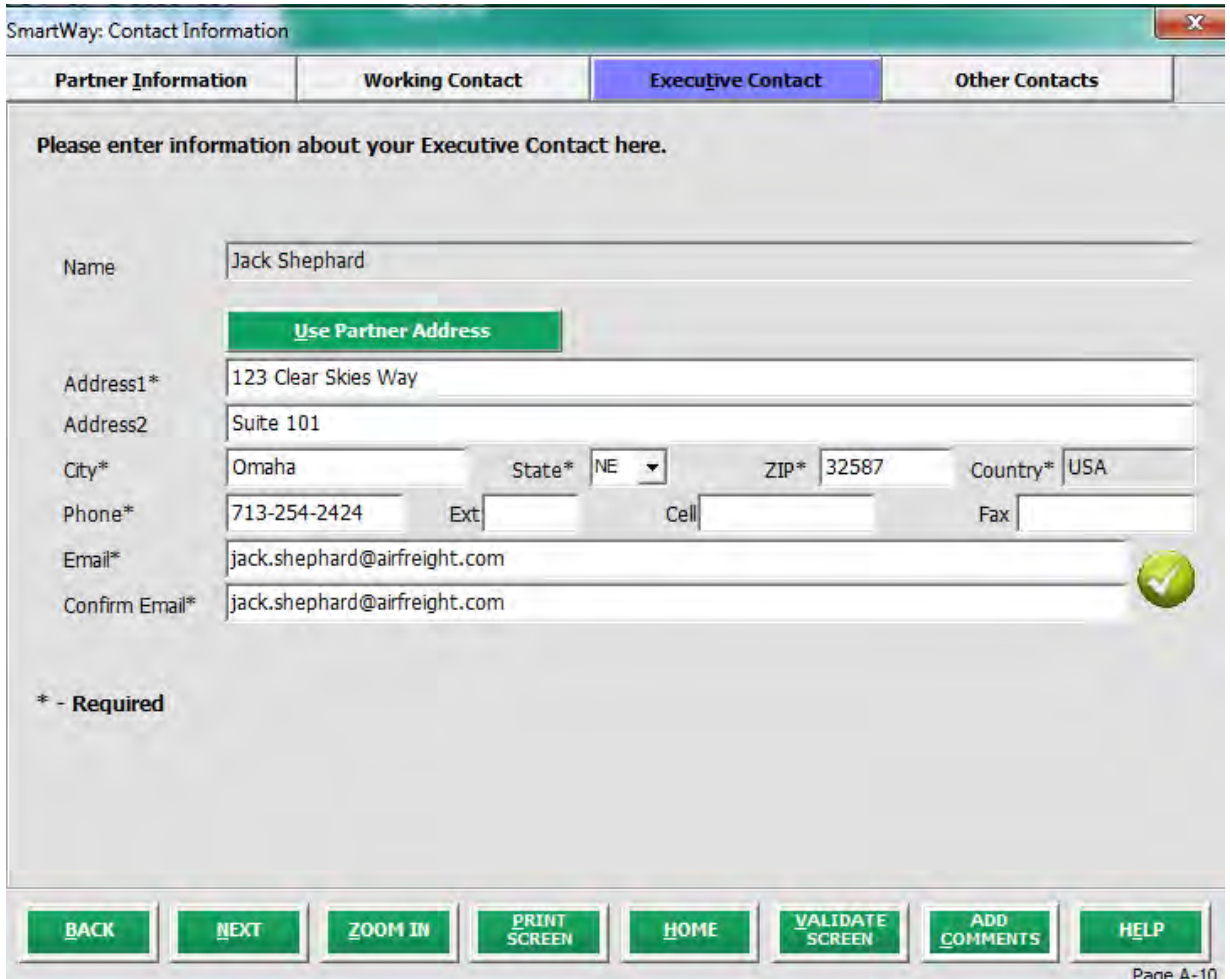
Figure 15: Working Contact Information Screen

Enter the Working Contact information. If the Working Contact shares the same address as the company, you may select the  button to auto-populate the

address section of this record. Enter the email address twice to confirm its accuracy. When

confirmed a  will appear to the right.

Under the Executive Contact tab:



SmartWay: Contact Information

Partner Information Working Contact **Executive Contact** Other Contacts

Please enter information about your Executive Contact here.

Name Jack Shephard

[Use Partner Address](#)

Address1* 123 Clear Skies Way

Address2 Suite 101

City* Omaha State* NE ZIP* 32587 Country* USA

Phone* 713-254-2424 Ext Cell Fax

Email* jack.shephard@airfreight.com

Confirm Email* jack.shephard@airfreight.com

* - Required

BACK NEXT ZOOM IN PRINT SCREEN HOME VALIDATE SCREEN ADD COMMENTS HELP

Page A-10

Figure 16: Working Contact Information Screen

Enter the Executive Contact information. If the Working Contact shares the same address as the company, you may select the [Use Partner Address](#) button to auto-populate the address section of this record.

4. **Enter the name(s) and title(s) for Other Contacts.**

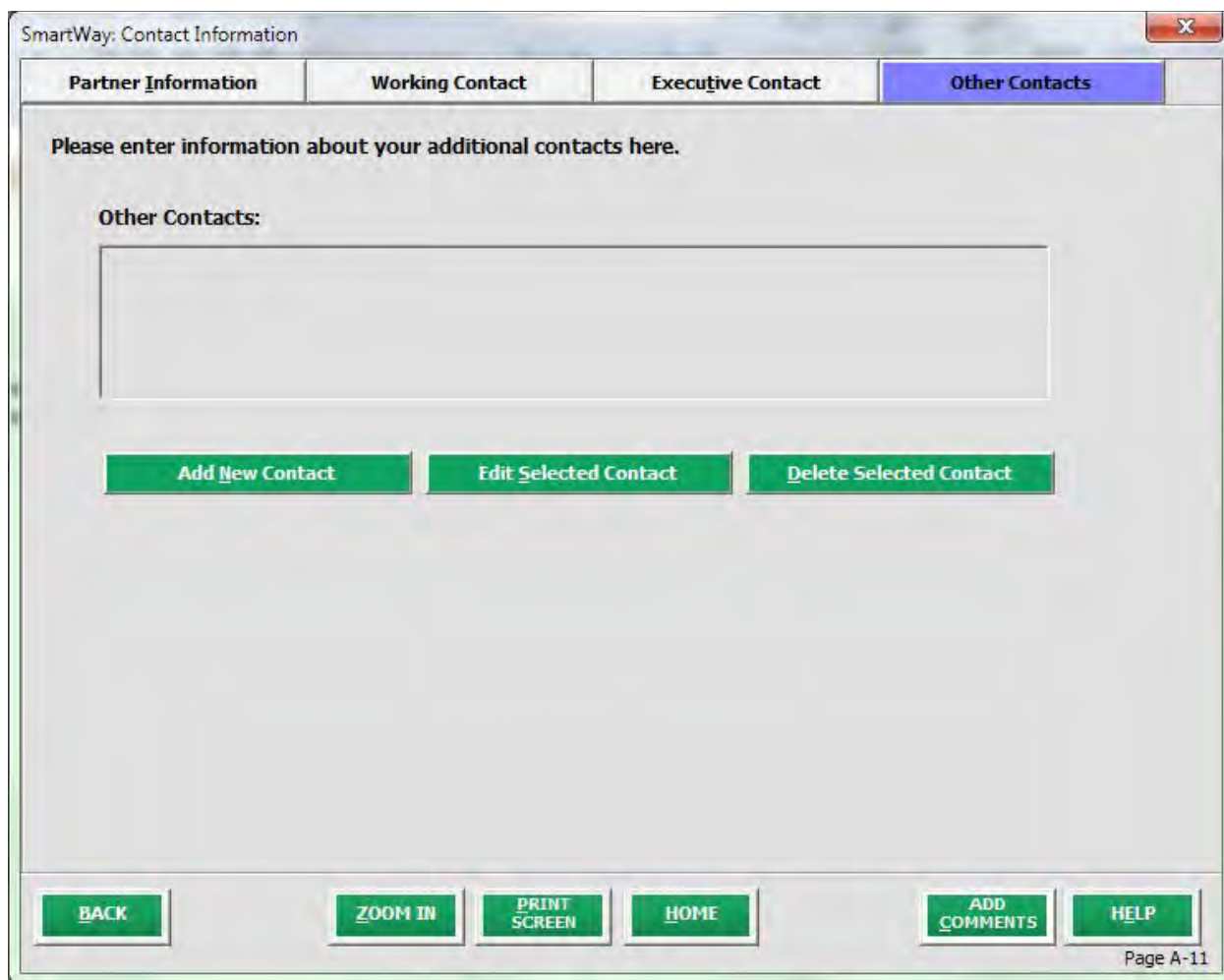



Figure 17: Other Contact Information Screen


Enter Other Contacts (if applicable) by selecting the **Add New Contact** button. Next enter the first Other Contact then click OK when done.

Note: You must supply at least two unique contacts on the contact screen to ensure EPA has access to at least two people for Tool submission follow-up.

NOTE: In some cases, companies with multiple fleets will gather information from different sources within the company. You may find it useful to have this additional contact information stored within the Tool.

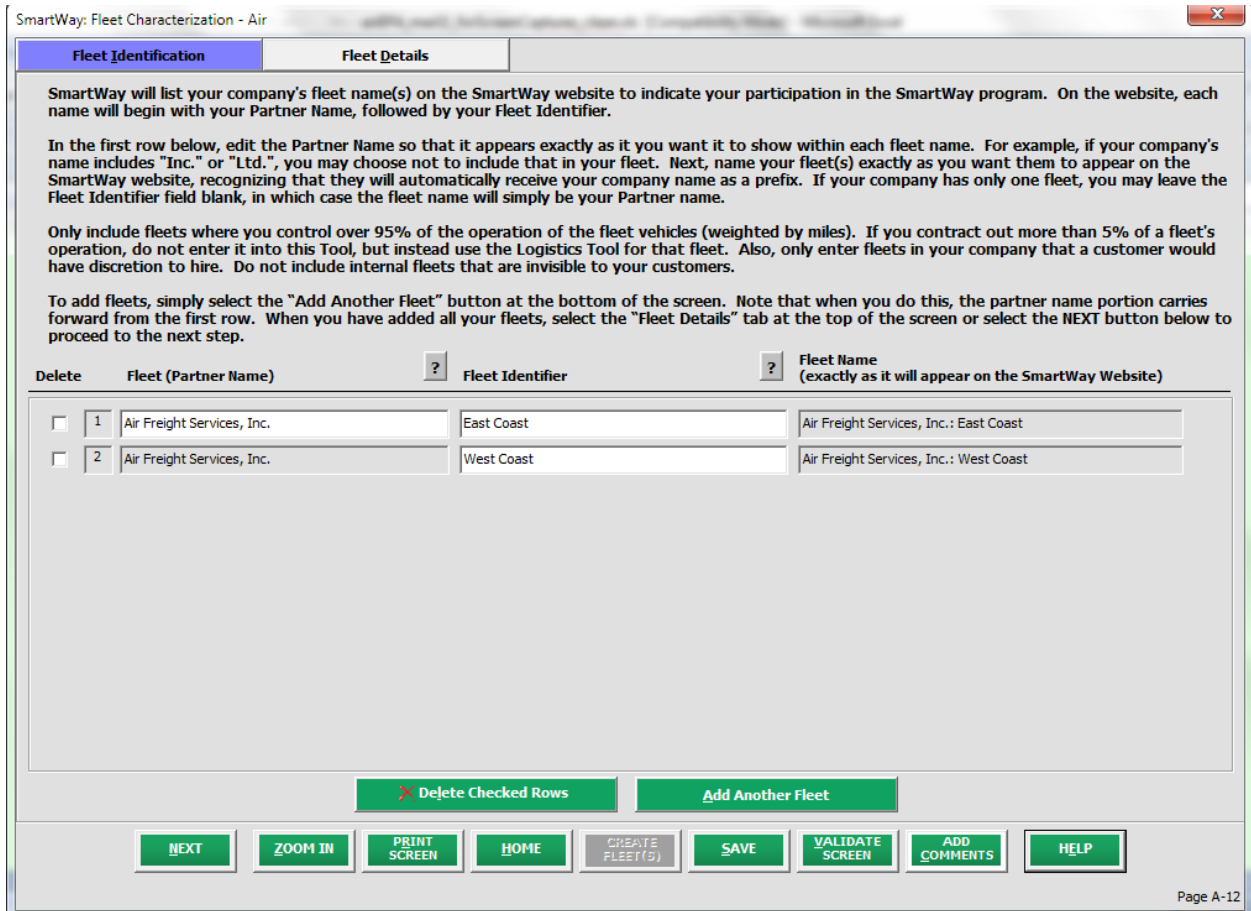
You can add more contacts to the **Other Contacts** box by repeating this process. If you wish to edit an existing contact's information, highlight the name you wish to edit and then select the **Edit Selected Contact** button. You can remove an existing contact by highlighting the contact and then selecting **Delete Selected Contact**.

To make sure you have filled out all required contact information, select  at the bottom of the screen on the Partner Information tab. If any information is missing or invalid, a dialogue box will appear informing you what additional information is required.

After completing the **Contact Information** screens select the  button to return to the **Home** screen and go to Step 3.

Section 3: Air Fleet Identification and Characterization

On the **Home** screen, select the  button to display the **Air Fleet Identification and Characterization** screens.



SmartWay: Fleet Characterization - Air

Fleet Identification | **Fleet Details**



SmartWay will list your company's fleet name(s) on the SmartWay website to indicate your participation in the SmartWay program. On the website, each name will begin with your Partner Name, followed by your Fleet Identifier.










In the first row below, edit the Partner Name so that it appears exactly as it you want it to show within each fleet name. For example, if your company's name includes "Inc." or "Ltd.", you may choose not to include that in your fleet. Next, name your fleet(s) exactly as you want them to appear on the SmartWay website, recognizing that they will automatically receive your company name as a prefix. If your company has only one fleet, you may leave the Fleet Identifier field blank, in which case the fleet name will simply be your Partner name.

Only include fleets where you control over 95% of the operation of the fleet vehicles (weighted by miles). If you contract out more than 5% of a fleet's operation, do not enter it into this Tool, but instead use the Logistics Tool for that fleet. Also, only enter fleets in your company that a customer would have discretion to hire. Do not include internal fleets that are invisible to your customers.

To add fleets, simply select the "Add Another Fleet" button at the bottom of the screen. Note that when you do this, the partner name portion carries forward from the first row. When you have added all your fleets, select the "Fleet Details" tab at the top of the screen or select the NEXT button below to proceed to the next step.

Delete	Fleet (Partner Name)	Fleet Identifier	Fleet Name (exactly as it will appear on the SmartWay Website)
<input type="checkbox"/>	1 Air Freight Services, Inc.	East Coast	Air Freight Services, Inc.: East Coast
<input type="checkbox"/>	2 Air Freight Services, Inc.	West Coast	Air Freight Services, Inc.: West Coast

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Figure 18: Fleet Identification Screen

The Air Tool tracks fleet-level operations. Most Air Freight Carriers should create one fleet; i.e., one row. However, if you have multiple fleets that can be hired by customers individually, you should create multiple fleet records in the Tool and characterize their operations individually. You should not include internal company fleet definitions or designations—only separate fleets as they would be identified and hired by your customers.

There are two screens in the **Air Fleet Identification and Characterization** section of the Tool:

- **Fleet Identification:** For each fleet that a customer can hire, you will be asked to establish a name. Each fleet name will begin with your Partner Name, and will include a fleet identifier. Use a Fleet Identifier that is recognizable by your customers.
- **Fleet Details:** For each fleet, you will be asked to identify the fleet type, identify the fleet's service area, select an appropriate revenue category, provide the total number of aircraft, and identify a point of contact.

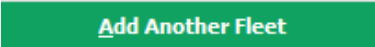

Fleet Identification Screen

For each fleet you will need to specify:

- **Fleet (Partner) Name:** On the SmartWay website, each of your fleet names will begin with the name of your company. This company name will be whatever you enter in the Fleet (Partner Name) field on the "Air Fleet Identification" screen. By default, the Company Name for your first fleet on the screen is automatically populated with the first 50 characters of the Partner Name that was entered on the Home screen. You should specify the Company Name so that it appears EXACTLY as it you want it to show within each fleet name. (For example, if your company's name includes "Inc." or "Ltd.", you may choose not to include that in your fleet names.) Please pay special attention to proper capitalization, abbreviations, and punctuation. Remember that this name will be automatically inserted at the start of each of your fleet names on the SmartWay website.
- **Fleet Identifier:** Please make sure to specify each fleet identifier exactly as you want it displayed on the SmartWay website, including proper capitalization, any abbreviations, and punctuation. Remember that it will automatically be combined with your Company Name. NOTE: If you have only one fleet, you may leave the Fleet Identifier field blank, in which case your business unit name will simply be your Company Name.

NOTE: Define your fleets based on the ability of your customers to choose them. If a fleet includes a mix of international and national service areas, and customers can choose to hire your international fleet separately, then each should be regarded as a separate fleet.

You may also enter additional fleets as needed:

- a. To enter another fleet, select the  button.
- b. To delete a business unit, select the box next to the row you wish to delete, and then select the  button.
- c. Once you have confirmed or modified the Fleet Name and specified the Fleet Identifiers, the full Fleet Name(s) will be displayed on the screen to the right, exactly as they will be displayed on the SmartWay website.

To proceed, select the **Fleet Details** tab at the top, or simply select the button at the bottom of the screen.



Fleet Details Screen

SmartWay: Fleet Characterization - Air

Fleet Identification | **Fleet Details**

Please provide the requested information for each fleet defined on the previous screen. The total number of aircraft specified must match the values entered in the upcoming Aircraft Inventory screen. Once complete select the 'Create Fleets' button at the bottom of the screen in order to generate the blank data templates for each fleet. Refer to the help buttons in the column headers and at the bottom of this screen for additional information regarding data entry selections.

Partner/Fleet Name	Fleet Type ?	Service Area ?	Revenue Category ?	# of Aircraft ?	Fleet Contact ?
1: Air Freight Services, Inc.: East Coast	Dedicated Freight	International	Large	32	Gerald Anderson
2: Air Freight Services, Inc.: West Coast	Mixed Operations	Regional	Medium	26	Monique Charles

[BACK](#)
[ZOOM IN](#)
[PRINT SCREEN](#)
[HOME](#)
[CREATE FLEET\(S\)](#)
[SAVE](#)
[VALIDATE SCREEN](#)
[ADD COMMENTS](#)
[HELP](#)

Page A-13

Figure 19: Fleet Details Screen

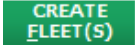
For each fleet, you are asked to provide additional details.

- Fleet Type:** Fleet types include dedicated freight services, passenger services and mixed freight and passenger services. A fleet is considered a dedicated freight service provider if 75 % or more of their business is associated with shipments of cargo. If 25% or less of a partner's business is associated with shipments of cargo then they are considered primarily passenger service. Airlines where cargo shipments are less than 75 % and greater than 25 % of their business are considered mixed service providers.
- Service Area:** The Service Area allows you to differentiate between international services, domestic services including national or regional service areas. If your fleet provides a mixture of international and domestic services, select international.
- Revenue Category:** The Revenue Categories allow for future comparisons of similar sized business operations. For this data field, a fleet is considered large if its annual revenues are over \$1 billion; medium if its annual revenue is between \$100 million and

\$1 billion; small if its annual revenue is between \$20 and \$100 million; and micro if its annual revenue is less than 20 million.

- **Total Number of Aircraft:** For each fleet, identify the number aircraft.
- **Fleet Contact:** This contact should be one of the contacts you already identified in the Contact Information section as the contact for each fleet. NOTE: A drop-down menu in the Tool will supply this information; if there is a contact for the fleet that is not already listed in the Contacts worksheet, you will need to go back to that screen to add the required contact information.

Please use Worksheet #2 in Appendix A of this document to help you prepare your fleet characterization information.

Once you are sure your information is input correctly, you may select the  button at the bottom of the page. You will automatically be returned to the **Home** Screen.

Section 4: Data Entry for Fleets

On the **Home** screen, you will now see all the fleets you created listed in the window below item # 4: **Select Air Fleet for Data Entry**.

There will be a status message after each fleet, indicating whether or not the data entry for that fleet is complete. The following information may appear beside a fleet name:

- **Not checked** - Data has not been entered yet.
- **Incomplete** - Some data is still missing and/or inconsistent.
- **Complete** - All data requirements have been met and validation has occurred.

In addition to the status indicators above, you may also see one of two qualifiers: “Errors” or “Warnings.”

- **Errors** will prevent you from generating the **Emissions Summary** under item #7, **View Your Data Reports**, and must be addressed before you can submit your Tool to EPA.
- **Warnings** will still allow you to run the **Emissions Summary** and submit your data to EPA. However, it is strongly recommended that you carefully review each warning message before sending your data to EPA so that you can anticipate questions that may come from a Partner account manager (PAM) as a result of your data being outside the expected ranges. The method for addressing errors and warnings is described for subsequent input screens in the following sections.

Select Fleet for Data Entry

SmartWay Air Home

SmartWay

Report Year 2014

Air
United States Version: 2.0.14
Released on: 4/2/2015

Please complete the following steps. Check boxes on the left indicate successful completion of each step. For more information, select the 'Help' button.

- ☒ 1. Enter Partner Name (Exactly as it should appear on the SmartWay website):
Air Freight Services, Inc.
- ☒ 2. Enter Contact Information
- ☒ 3. Air Fleet Identification & Characterization
- ☐ 4. Select Air Fleet for Data Entry:
(Double-click the fleet name or select and hit Enter):
Air Freight Services, Inc.: East Coast - Not Checked
Air Freight Services, Inc.: West Coast - Not Checked

Fleet Status Indicators

Figure 20. Fleet Data Entry Status Message

To add data to a particular fleet file, highlight the fleet name and then double-click. You will then proceed to the Tool **Data Entry Screens**.

Aircraft Inventory Screen

Air Tool : Air Freight Services, Inc.: East Coast

Aircraft Inventory **Aircraft Operations** **Efficiency Utilization** **Data Source Description**

For each aircraft (or group of aircraft), specify the requested make, model, and cargo capacity information. If you have a group of identical aircraft, change the value in the "# of Aircraft" column to reflect the total number that share the given characteristics.

After entering the number of aircraft in your fleet, select the appropriate aircraft make using the drop-down menu. Upon selection, the available aircraft model and series options for that make will appear in the next drop-down menu. Similarly, after specifying model and series, available engine makes and models will appear in the next drop-down menu. Based on your selections for these three fields the Tool will present the number of engines, assumed engine load, and estimated cargo weight and volume capacity. Of these fields you may enter alternative values for engine load and cargo capacity if you have reliable fleet-specific data.

To add more data-entry rows, select the "Add More Rows" button. After selecting this button, you will be prompted to enter the numbers of rows to add. To delete a given row, check its "Delete" checkbox and then click the "Delete Checked Rows" button.

Please refer to the help buttons throughout this screen for more information on entering your aircraft inventory information. Once complete, select the Validate Screen button to check your entries then select the NEXT button or the Aircraft Operations tab at the top of the screen to proceed to the next section.

?	?	?	?	?	?	?	?	?
Delete # of Aircraft	Aircraft Make	Aircraft Model and Series	Engine Make and Model	# of Engines	Engine Load %	Aircraft Weight Capacity (lbs)	Aircraft Volume Capacity (cu ft)	
<input type="checkbox"/>	3	Aero Spacelines, Inc.	Aero Spacelines Super Guppy - (SUPE	501D22A - (501D22)	4	82	69,375	54,500
<input type="checkbox"/>	5	Kaman Aerospace	Kaman SH-2 Seasprite - (MIL-SH2)	T700-GE-401 -401C - (T700-	2	70	3,821	190
<input type="checkbox"/>	8	Helio Aircraft Company	Helio U-10 Super Courier - (MIL-U10)	PT6A-27 - (PT6A27)	1	70	1,320	64
<input type="checkbox"/>	15	Air Tractor Inc.	Air Tractor AT-502A - (AT502A)	PT6A-45 - (PT6A45)	1	68	5,404	71
<input type="checkbox"/>	1	PZL Mielec	PZL M-28 Skytruck - (M28)	PT6A-65B - (PT6A6B)	2	74	1,648	98

Page A-14

Figure 21: Aircraft Inventory Data Entry Screen

Information entered on this screen and the next will allow the Air Tool to accurately calculate emissions from your aircraft fleet by ensuring that the appropriate emission factors are applied.

First enter the number of aircraft in the “# of Aircraft” column to reflect the total number of aircraft for the given set of aircraft/engine make and model characteristics. *The total number of aircraft entered on this screen must equal the total number specified for this fleet on the Fleet Details screen.*

Keep in mind that you do not have to input a line for every single aircraft -- only for every aircraft/engine combination. So, for example, if you have 25 Boeing 747-400s with Pratt and Whitney PW 40621 turbo fans, you may enter all the information for these 25 aircraft on one line.


After entering the number of aircraft for each row, select the appropriate aircraft make using the drop-down menu. Upon selection, the available aircraft model and series options for that make will appear in the next drop-down menu. Similarly, after specifying model and series, available engine makes and models will appear in the next drop-down menu.


The Air Tool includes approximately 3,000 possible aircraft/engine combinations. If you do not see your specific aircraft/engine combination, please note this in the comment section (by selecting the **Add/View Comments** button) and then select the aircraft/engine combination that most closely resembles yours.

The Air Tool will automatically populate the number of engines associated with an airframe as well as approximations of the weight and volume capacities per aircraft. Weight capacity reflects total passenger, luggage, and cargo weight. Volume capacity reflects total interior volume, not just the cargo hold area. As airframe configurations can vary significantly, you should revise the weight and volume capacity estimates with information on your specific fleet.

For passenger aircraft, in your estimate be sure to include the weight and volume associated with passengers, not just the cargo hold. For the weight capacity, use the FAA assumption of 200 pounds per passenger (which includes the weight of the passenger and luggage), but you must then exclude luggage from the cargo component so that it is not double counted.

Finally, enter the average engine load during cruise as a percent (between 0 and 100). If you do not know the average cruising engine load a default value of 70% may be used.

To add more data-entry rows, select the  button. After selecting this button, you will be prompted to enter the number of rows to add.

To delete a given row, check the corresponding box in the “Delete” column and click the  button.

You may also import your data from an external file, as long as the file meets the pre-determined format.³ To utilize this option, select the **Import Aircraft Data** button.

Once you select the **Import Aircraft Data** button, the “Import Aircraft Data” window will be displayed. Press the **Select File...** button to open a window that allows you to browse to the location of your import file. Once the import file is selected, the file path and name will be displayed.

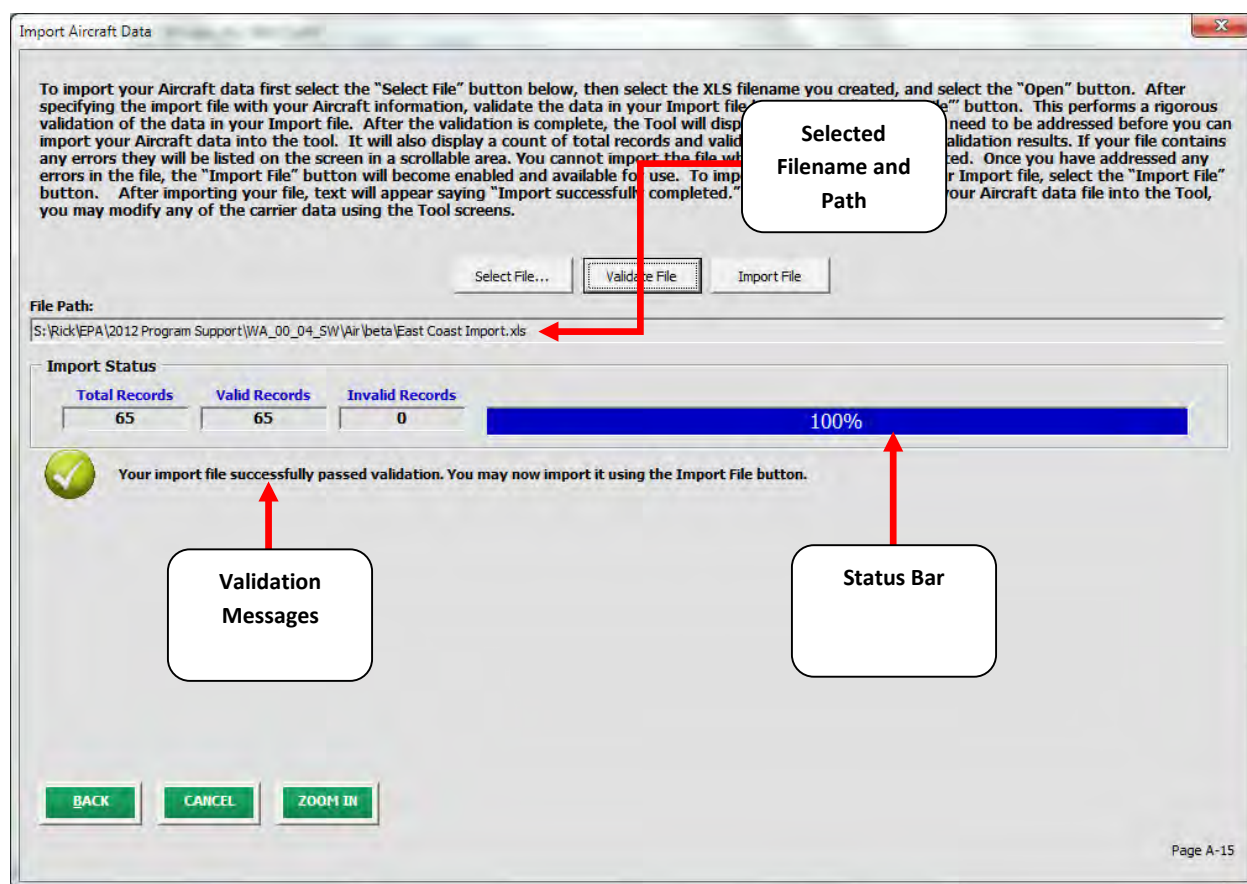


Figure 22: Import Aircraft Data Screen

³ The SmartWay Air Tool is also provided with a “starter” Excel file (starter.xls). This file contains column headers for the required Air Tool input information in the first row. The next two rows contain example aircraft records and should be over-written. After adding the required information for your fleet save the file with a different name in a folder of your choosing before importing. Future versions of the Air Tool may include an Export File function to facilitate this process.

Press the **Validate File** button to see any error that may prevent the data from being imported or to confirm that your import file passes all validation for import. Any validation messages are shown in the same window below the “Import Status” section of the window. Once your file has been validated, press the **Import File** button to import your data. The tool will present a message window informing you once your import has successfully completed. Click the **OK** button to close the windows.

To proceed, select the **Aircraft Operations** tab at the top, or simply select the **NEXT** button at the bottom of the screen.

Aircraft Operations Screen

Air Tool: Air Freight and Passenger Services, Inc.: East Coast

Aircraft Inventory **Aircraft Operations** Efficiency Utilization Data Source Description

For each row, provide the requested operational information. If the row represents a group of aircraft (rather than a single aircraft), the data must reflect the total annual activity for the entire group. Also, any data item with "Total" in the header must be entered as a total (not average) amount.

To add or delete a row of data, you must return to the Aircraft Inventory tab.

Please refer to the help buttons throughout this screen for more information on entering your aircraft operations information. Once complete, select the Validate Screen button to check your entries then select the NEXT button or the Efficiency Utilization tab at the top of the screen to proceed to the next section.

Aircraft Type	Number of Aircraft	Fuel Type	Total Annual Fuel Usage	Fuel Units	Total Annual Miles Traveled	Total Annual Ton-Miles	Utilized Volume (cu ft)	Total Annual LTOs	Total Annual Hours of Operation
1. Aviat Husky A1B	3	Jet Fuel	35,698	Gallons	258,947	758,365	1,259	958	8,574
2. Fairchild SA-227-AC Metro III	5	Jet Fuel	45,697	Gallons	425,896	1,587,632	985	1,257	10,258
3. Boeing 727-200 Series Super 27	8	Jet Fuel	112,589	Gallons	1,125,489	3,985,745	1,625	2,049	16,259
4. Air Tractor AT-502B	15	Jet Fuel	256,982	Gallons	2,225,637	7,826,939	1,496	4,127	32,698
5. DeHavilland DHC-6-300 Twin Otter	1	Aviation Gasolir	9,862	Tons	65,987	125,058	226	226	2,259

BACK **NEXT** **ZOOM IN** **SAVE** **HOME** **VALIDATE SCREEN** **ADD COMMENTS** **HELP**

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Figure 23: Aircraft Operations Data Entry Screen

On this screen enter annual amounts for all of the aircraft associated with each given aircraft/engine combination defined in the Aircraft Characteristics tab. For example, if you

indicated that you have 25 identical aircraft on the Aircraft Characteristics tab, you will need to enter annual amounts that represent the total for all 25 of these aircraft.

For each row, provide the requested operational information. If a row represents a group of aircraft, rather than a single aircraft, the data must reflect the total annual activity for the entire group, unless otherwise specified. For each row, you will be asked to provide the following:

- **Fuel Type** – For each aircraft type, select the correct fuel type (Aviation Gasoline or Jet Fuel). Future versions of the tool may include various grades of jet fuel as well as biojet and synthetic fuels.
- **Total Annual Fuel Usage** – Provide the total annual fuel usage for all of the aircraft included in the aircraft type for that row.
- **Fuel Units** – Identify which units the fuel usage is supplied in (Gallons or Tons).
- **Total Annual Miles Traveled** – Provide the total number of statute miles traveled by all the aircraft included in the aircraft type for that row.
- **Total Annual Ton-Miles** – Enter the total ton-miles transported during the reporting year for all aircraft in the given make/model grouping. A ton-mile is one ton moving one mile.

NOTE: DO NOT ESTIMATE TON-MILES BY SIMPLY MULTIPLYING TOTAL MILES BY TOTAL TONS - this calculation effectively assumes your entire tonnage is transported on EACH AND EVERY aircraft, and will clearly overstate your ton-miles.

There are two ways to calculate your ton-miles:

1. Companies can determine their average payload per aircraft grouping, multiply the average payload by the total miles per aircraft group, and sum the results for all flights for the reporting year; or

$$2. \quad \text{Set Ton-miles per aircraft group} = \frac{(\text{total miles per group} \times \text{total tons per group})}{\text{total \# of flights per group}}$$

To check your data, divide ton-miles by miles. The result is your group-average aircraft payload. If this number is not reasonable, check your calculations.

Utilized Volume – Enter the AVERAGE volume PER AIRCRAFT (in cubic feet) occupied by freight carried by this make/model grouping, for the reporting year.

Total Annual LTOs – Enter the total number of LTOs for this aircraft grouping for the reporting year. One LTO cycle includes the approach, landing, taxi in, idling, taxi out, take off and climb-out.

Total Annual Hours of Operation – Enter the total annual hours of operation for this aircraft grouping for the reporting year. This value includes the flight time as well as time spent idling and taxiing to and from gates.

To proceed, select the **Efficiency Utilization** tab at the top, or simply select the

NEXT

button at the bottom of the screen.

Efficiency Utilization Screen

Air Tool : Air Freight Services, Inc.: East Coast

Aircraft Inventory		Aircraft Operations		Efficiency Utilization		Data Source Description	
<p>The following table summarizes the average payload and volume utilization for each of your aircraft types. Please review the calculated utilization percentages for reasonableness, and revise your entries on the Aircraft Inventory and Operations screens if needed. Once you are satisfied with your utilization estimates, proceed to the Data Source Description screen.</p>							
Aircraft Type	Number of Aircraft	Weight			Volume		
		Avg Weight Capacity per Aircraft (lbs)	Calculated Avg Payload per Aircraft (lbs)	Calculated Weight Load Utilization (%)	Avg Volume Capacity per Aircraft (cu ft)	Avg Utilized Volume per Aircraft (cu ft)	Calculated Volume Utilization (%)
1. Aero Spacelines Super Guppy - (SUPERGUPPY)	3	69,375	20,000.2	28.8	54,500	3,211	5.9
2. Kaman SH-2 Seasprite - (MIL-SH2)	5	3,821	3,113.1	81.5	190	45	23.7
3. Helio U-10 Super Courier - (MIL-U10)	8	1,320	1,445.5	109.5	64	9	14.1
4. Air Tractor AT-502A - (AT502A)	15	5,404	3,392.7	62.8	71	56	78.9
5. PZL M-28 Skytruck - (M28)	1	1,648	239.5	14.5	98	32	32.7

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Figure 24: Efficiency Utilization Summary Screen

The Efficiency Utilization screen displays a summary of the average payload and volume utilization for each of your aircraft types. The calculated weight and volume utilization values

should be less than 100%. If the calculated values do not look reasonable please revise the entries on the Aircraft Inventory and Aircraft Operations screens, then return to this screen to view the revised utilization estimates.

To proceed, select the **Data Source Description** tab at the top, or simply select the

NEXT

button at the bottom of the screen.


Data Source Description Screen

The screenshot shows a web application window titled "Air Tool : Air Freight Services, Inc.: East Coast". At the top, there are four tabs: "Aircraft Inventory", "Aircraft Operations", "Efficiency Utilization", and "Data Source Description" (which is highlighted in blue). Below the tabs, the heading "DATA SOURCES FOR AIRCRAFT INVENTORY, OPERATIONS, AND UTILIZATION INFORMATION" is displayed. The main content area contains a paragraph of instructions: "Please provide a detailed description of the data sources for the fleet inventory and operational data entered on the previous screens. Some of the aircraft characteristics and operation data should be readily available from Partner records such as the number of aircraft, fuel usage, miles traveled utilization rates and operations. Aircraft make/model and engine manufacture/model is provided by the aircraft supplier (leasing company if the aircraft is being leased, or manufacturer if participant owns the aircraft). The aircraft supplier can also be helpful providing data on the payload volume and capacity of the aircraft. Alternatively payload capacity can also be obtained from the US Department of Transportation's Bureau of Transportation Statistics (BTS) T-100 dataset http://www.transtats.bts.gov/Tables.asp?DB_ID=111. The T-100 dataset is also a data source for LTO data. Note the T-100 data are provided to the FAA by the air carriers. An aircraft's flight plans can also be a data source for hours of operation and LTOs. Contact your SmartWay Partner Account Manager if you have questions regarding your data source description." Below this text, it says "Once complete you may select the HOME button to return to the Home screen." There is a text input field labeled "Data source (max 1000 characters)" with the placeholder text "Partner fleet records and T-100 data." At the bottom of the window, there is a row of buttons: "BACK", "NEXT", "ZOOM IN", "SAVE", "HOME", "VALIDATE SCREEN", "ADD COMMENTS", and "HELP". The "NEXT" button is highlighted. The page number "Page A-18" is visible in the bottom right corner.

Figure 25: Data Source Description Entry Screen


Provide a detailed description of the data sources for the fleet inventory and operational data entered on the previous screens. Some of the aircraft characteristics and operation data should be readily available from Partner records such as the number of aircraft, fuel usage, miles traveled, utilization rates, and operations. Aircraft make/model and engine

manufacture/model is provided by the aircraft supplier (leasing company if the aircraft is being leased, or manufacturer if participant owns the aircraft). The aircraft supplier can also be helpful providing data on the payload volume and capacity of the aircraft. Alternatively, payload capacity can also be obtained from the Department of Transportation's Bureau of Transportation Statistics (BTS) T-100 dataset. The T-100 dataset is also a data source for LTO data. Note the T-100 data are provided to the FAA by the air carriers. An aircraft's flight plans can also be a data source for hours of operation and LTOs.

Click the  button to return to the [Home](#) screen.


Validating Your Data

The Air Tool has validation checks embedded at different points in the Tool to ensure data quality, to help ensure the reasonableness and quality of Partner data.

At any time, you can select the  button at the bottom of the screens to make sure you have filled out everything properly before proceeding to the next screen.

Any time you leave a particular screen, the Tool will automatically perform a *screen* validation.

Any time you return to the [Home](#) screen, the Tool will automatically perform a *fleet-level* validation.

If you select the  button and no potential errors are identified, the following message will be displayed. Select **OK** to proceed.

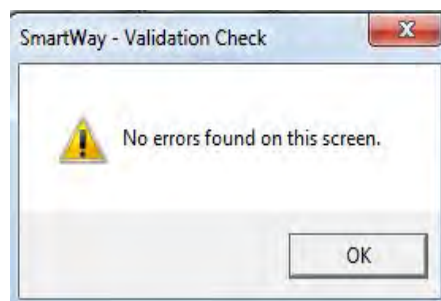


Figure 26: Validation Check Notification – No Errors

If missing or potentially erroneous inputs are identified, you will see the following message.

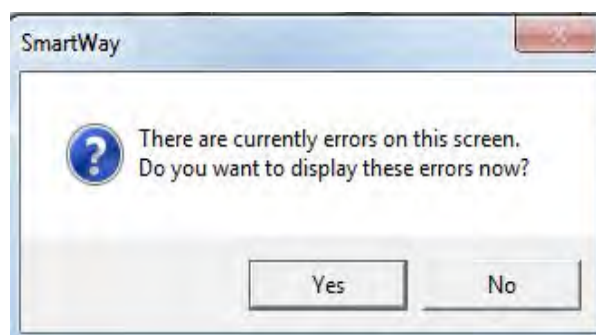


Figure 27: Validation Check Notification – with Errors/Warnings

Select **Yes** to see a complete list of validation errors/warnings.

The Air Tool also utilizes “logical” validation checks to ensure the reasonableness of various inputs and category selections. If inconsistencies are found, in most instances a simple warning is indicated, and text explanations are not required. For a complete listing of all validation checks used in the Tool, refer to the **Air Tool Technical Documentation**.

NOTE: At this time the Air Tool only contains minimal validation checks. Additional checks will be integrated into the Tool based on future partner data submittals.

Once all potential validation errors have been corrected or otherwise verified, select



to proceed to the next step.


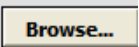
Optional Steps—Year to Year Comparisons, Provide Additional Information, and View Reports


After completing Steps 1 – 4 on the **Home** screen, you have access to three optional sections of the Tool.

Year-to-Year Comparison Report (available in 2016)

The **Year-to-Year Comparison Report** will allow the user to compare the fleet characteristics and activity values, as well as CO₂, NO_x, and PM performance metrics for the current year with those of a prior year. This report is particularly helpful in identifying any changes that may have occurred since your last reporting period, determining trends in activity and performance over multiple years, and performing general quality assurance of the inputs used for your current Tool. You can access this report by selecting

 button under item #5 on the **Home** screen.

Note that your current year's data is already "loaded," including the data you have entered for your current business unit(s). In order to load data for the previous year, select the  button. A screen will appear allowing you to specify the location of your previous year's file, using the  button.

Once your comparison years have been specified and your prior year data loaded into the Air Tool, select the  button to view the line-item data entry comparisons.

Partner Profile / Logo Info / Suggestions

The **Partner Profile / Logo Info / Suggestions** section allows you to provide EPA with additional information about your company, potential use of the SmartWay Logo, and general feedback regarding the SmartWay program. This information is optional and is not required in order to submit your Air Tool data to EPA. Selecting the

 button under item #6 on the **Home** screen will open the **Partner Information** forms.

SmartWay Additional Information: Air Freight and Passenger Services, Inc.

Partner Information Logo Qualification Suggestions

Providing your information on THIS PAGE is OPTIONAL. SmartWay will use the information you submit via this page to make a PUBLIC partner company page on the SmartWay website. Please limit your responses to the specific questions asked as SmartWay will review your submission for appropriateness. SmartWay will not edit the data for spelling or grammar so please make sure it appears below EXACTLY as you want it displayed.

Partner Name: Air Freight and Passenger Services, Inc.

Link to your company's environmental or SmartWay web page:

Executive Officer's quote on your SmartWay participation: (500 characters max)

Description of your best investment in emissions or fuel saving best practices: (3000 characters max)

Goal for SmartWay participation: (3000 characters max)

My company encourages other companies to join SmartWay to improve their efficiency by: (1000 characters max)

[NEXT](#) [ZOOM IN](#) [PRINT SCREEN](#) [HOME](#) [SAVE](#) [ADD COMMENTS](#) [HELP](#)

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Figure 28: Partner Information Screen

Use this page to provide information you would like to share publicly. Information should be entered in the text boxes displayed. Use the scroll bar to the right to display additional questions. SmartWay will use this information to create a SmartWay Partner profile page for your company on the SmartWay website. You do not need to complete every question. SmartWay will NOT edit for spelling or grammar, so make sure the text is exactly as you wish it to appear. If your company contains public relations functions, you may want them to review this information before submittal, however, keep your SmartWay due date in mind. SmartWay WILL review this data for appropriate content. Information provided should be informational in nature, and speak to the question.

Figure 29 shows the [Logo Qualification](#) screen. The SmartWay Partner Logo is provided at the company level to Partners that meet SmartWay's Partner environmental performance thresholds. Use this screen to provide information regarding your qualification for, and planned use of, the Partner Logo. Use the scroll bar to display more questions and input fields. Additional information on Logo qualification and use can be found by selecting the [SmartWay Partner Logo Information](#) button link.

SmartWay Additional Information: Air Freight Services, Inc.

Partner Information	Logo Qualification	Suggestions
---------------------	--------------------	-------------

The SmartWay Partner Logo is available to all Partners in good standing within the SmartWay program. To be in good standing you must submit your SmartWay materials by the appropriate due date. Due dates are posted on the SmartWay website at epa.gov/smartway. The SmartWay Logo use guidelines and Logo graphic files are accessible online - please select the button below for information.

SmartWay Partner Logo Information

Partner Name: Air Freight Services, Inc.

SmartWay Partnership Logo

SCROLL FOR MORE OPTIONS

☐ I have read the SmartWay Logo Use Guidelines webpage.

☐ I have read the SmartWay Logo Graphics Standards and Usage Guide (on webpage).

☐ I agree to abide by SmartWay's logo use guidelines should I earn the right to use the SmartWay Partner Logo.

If I qualify for the SmartWay Partner Logo, I intend to use it on the following: (does not constitute a commitment to actually do it)

☐ My website

☐ Marketing materials

☐ Internal company materials

☐ Business Cards

☐ Advertising

☐ Apparel

☐ Briefings/presentations

☐ Company Letterhead

☐ Email Signature

☐ Flag

☐ Company exhibit booth

BACK

NEXT

ZOOM IN

PRINT SCREEN

HOME

SAVE

ADD COMMENTS

HELP

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Figure 29: Logo Qualification Screen

Figure 30 displays the **Suggestions** screen. You may respond to some or all of these questions in order to provide feedback regarding the various aspects of the SmartWay program. SmartWay values your feedback. Any information you provide will be used to improve the program, and will be kept confidential. Use the scroll bar to the right to display additional questions.

SmartWay Additional Information: Air Freight and Passenger Services, Inc.

Partner Information Logo Qualification **Suggestions**

OPTIONAL SMARTWAY SATISFACTION AND FEEDBACK SURVEY

We are always trying to improve the SmartWay program and provide better service to our partners. By filling out this optional survey, you can help us improve the program. Thank you.

Partner Name: Air Freight and Passenger Services, Inc.

Please answer Yes or No

	Yes	No
Do you read the Tool User Guides?	<input type="radio"/>	<input type="radio"/>
Do you read the Tool Technical Documentation?	<input type="radio"/>	<input type="radio"/>
Do you regularly visit the SmartWay website?	<input type="radio"/>	<input type="radio"/>

On a scale of 1 to 10, 10 being the best:

How do you rate the SmartWay Tool?	<input type="text"/>
How do you rate the SmartWay User Guide?	<input type="text"/>
How do you rate the SmartWay Technical Document?	<input type="text"/>
How do you rate the SmartWay Website?	<input type="text"/>
How do you rate SmartWay support materials?	<input type="text"/>


On a scale of 1 to 10, 10 meaning strongly agree:

I understand the goals of the SmartWay program	<input type="text"/>
I understand how to participate in the program	<input type="text"/>
I understand and know how to find information on the SmartWay website	<input type="text"/>
I understand this SmartWay Tool	<input type="text"/>
I understand the SmartWay emission factor ranking system	<input type="text"/>
I understand the SmartWay Partnership logo guidelines	<input type="text"/>


BACK **ZOOM IN** **PRINT SCREEN** **HOME** **SAVE** **ADD COMMENTS** **HELP**

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Figure 30: Suggestions Screen

Once you have completed these three screens, select the  button to return to the **Home** screen.

View Your Data Reports

The **View Your Data Reports** section gives you access to various reports to help you understand your data and use it to make better performance decisions. You can access these reports by selecting  button under item #7 on the **Home** screen.

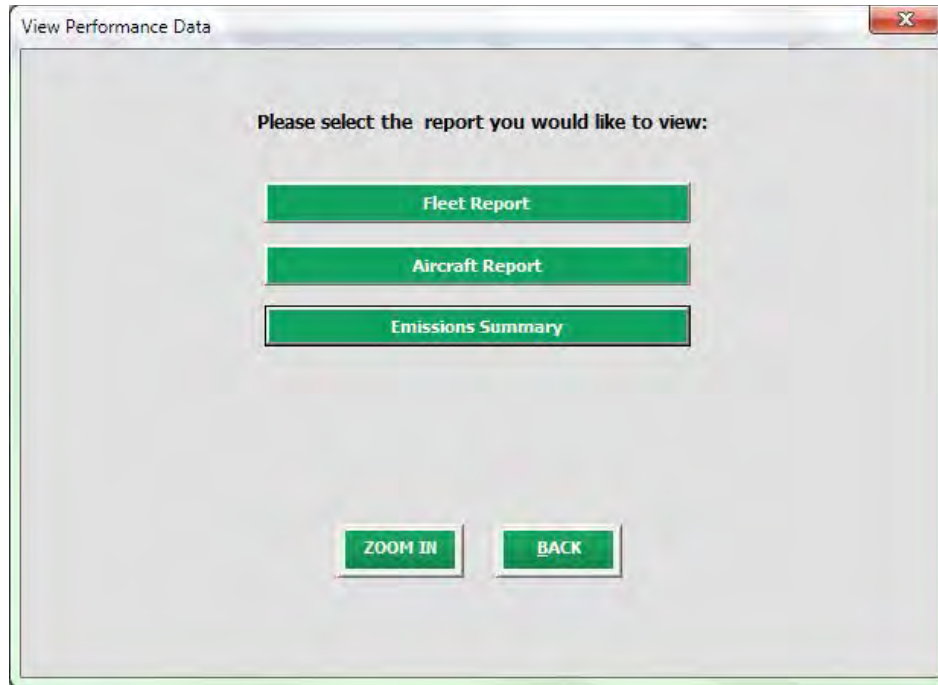


Figure 31: View Reports Menu

Selecting any of the green buttons on this screen will display the indicated data. These reports summarize the data you entered on specific data input screens, such as the **Fleet Report** and **Aircraft Report**.

Selecting the **Emissions Summary** button takes you to a screen allowing you to preview and print your emissions summary report.

Figure 32 shows one of many sample reports that the Tool can generate for you; in this case summarizing emission in tons and assorted performance metrics at the Partner Total level (including all fleets). These reports will prove useful for your company's evaluation and improvement efforts.



Report Year: 2013
Partner: Air Freight Services, Inc.

Report Year:
 Partner Name:

Mar 12 2015

CO2	Mass Emissions (Total Tons)	Based on Annual Statute Miles		
		Grams per Average Payload Ton-Mile (Statute)	Grams per Mile (Statute)	Grams per Thousand Cubic Foot-Miles (Statute)
Partner Total	1,458,563.9304	246,337.4702	126,844.7957	23,163.2342

NOx	Mass Emissions (Total Tons)	Based on Annual Statute Miles		
		Grams per Average Payload Ton-Mile (Statute)	Grams per Mile (Statute)	Grams per Thousand Cubic Foot-Miles (Statute)
Partner Total	509.1698	85.9939	44.2802	8.0860

PM	Mass Emissions (Total Tons)	Based on Annual Statute Miles		
		Grams per Average Payload Ton-Mile (Statute)	Grams per Mile (Statute)	Grams per Thousand Cubic Foot-Miles (Statute)
Partner Total	11.0578	1.8676	0.9617	0.1756

Figure 32: Example of Completed Report

Once you've reviewed these sections, you are ready to submit your Tool to EPA

Submitting Your Tool to EPA

Select the **Generate File to Send to EPA*** button, which will open a new screen.

Select the checkbox to indicate you understand the terms of the SmartWay Partnership Agreement once again.

Create submission file for EPA

SmartWay® **Report Year 2014** **Air**
United States Version: 2.0.14
Released on: 4/2/2015

By checking the box below, I declare that the information submitted via this Tool is, to the best of my knowledge, accurate. I understand that any person who, in the course of negotiating or performing under this Agreement, makes, presents or submits a false or misleading statement to the government, or any person who makes a material omission in the course of negotiating or performing under this Agreement, may be subject to liability under all applicable civil and criminal statutes including 18 U.S.C. 1001 (criminal liability for false statements), 31 U.S.C. 3801 - 3812 (civil liability for false statements) and 31 U.S.C. 3729-33 (The False Claims Act).

☐ I understand and agree to the terms of this agreement.

ZOOM IN **CANCEL** **PRINT SCREEN**

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Figure 33: EPA Submission Screen – Agreement Understanding

Next, a question will appear asking if you are an existing SmartWay Partner (Y/N). If you are, a question will appear asking if you submitted your data the previous reporting year. If so, you should then enter your Annual Submission ID, which has been sent to you by your SmartWay PAM via email. If you cannot locate your submission ID, you can select the link “Email me my SmartWay ID” to have your ID sent to you.

If you did not submit data last year, you can select the link “Email me my SmartWay ID” to have your ID sent to you.

Create submission file for EPA

SmartWay® **Report Year 2014** **Air**
United States Version: 2.0.14
Released on: 4/2/2015

By checking the box below, I declare that the information submitted via this Tool is, to the best of my knowledge, accurate. I understand that any person who, in the course of negotiating or performing under this Agreement, makes, presents or submits a false or misleading statement to the government, or any person who makes a material omission in the course of negotiating or performing under this Agreement, may be subject to liability under all applicable civil and criminal statutes including 18 U.S.C. 1001 (criminal liability for false statements), 31 U.S.C. 3801 - 3812 (civil liability for false statements) and 31 U.S.C. 3729-33 (The False Claims Act).

☒ I understand and agree to the terms of this agreement.

Please answer the question that appears below. Depending on your answer(s), additional questions may appear that also requires an answer. Your answers will allow EPA to better process your submission.

Are you an existing Partner in SmartWay? Yes ☒ No ☐

Did you submit data last year? ☐ Yes ☒ No

At this time, you may not have a SmartWay ID available because you did not submit data to SmartWay last year. However, if you do have a SmartWay ID, please enter it in the space provided (you may continue submission without entering an ID).

[Email me my SmartWay ID](#)

You are now ready to create your .xml file. The tool will also automatically save your .xml file and .xls file at: C:\Users\RBaker\AppData\Local\Temp_PA94 unless you designate another location. Please select the NEXT button below to continue.

ZOOM IN **NEXT** **CANCEL** **PRINT SCREEN**

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Figure 34: EPA Submission Screen – Existing Partner

When ready, select NEXT to create a file with the following naming convention:

Air_PartnerName_Year_V0.xml

where “PartnerName” is your company’s name as entered for Step 1 on the [Home](#) screen, and “Year” indicates the year for which you are submitting your data; for example:

Air_Air Freight Services, Inc_2014_V0.xml

Next, specify the folder where you would like to save the .xml file, and a screen will appear.

Follow these instructions for submitting your XML and XLS files to SmartWay. Note that the XML file is approximately 10 times smaller than the XLS files the Tool generated.

Upon selecting NEXT, you are presented with a “CONGRATULATIONS!” message screen which shows you the Excel tool paths and names used to generate the corresponding XLS and XML files, along with some general instructions about the submission files and process. Once you have finished reading the message window, select the **CLOSE** button to exit the message window. A message will appear that allows you to close the Air Tool or return to the **Home** screen.

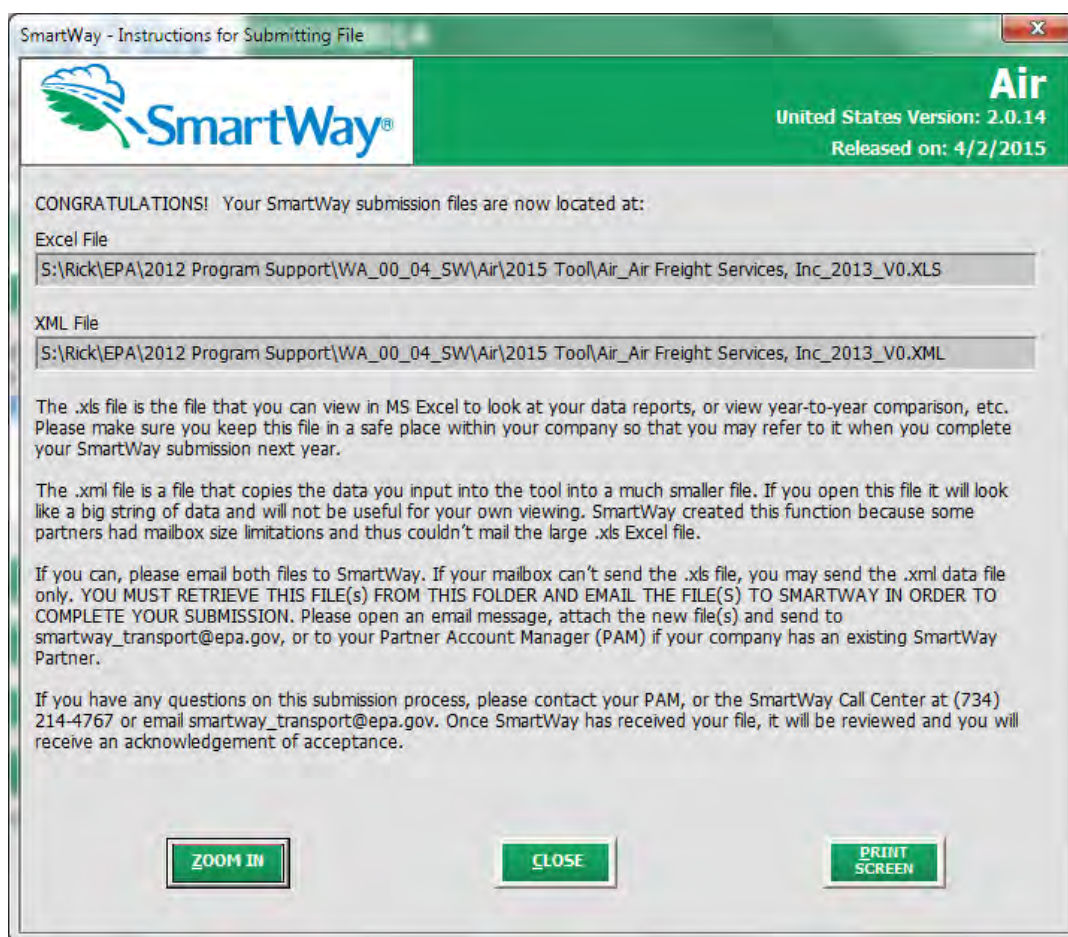


Figure 35: Instructions for Submitting xml File to EPA

NOTE: DO NOT ZIP the File. Send it to EPA as a normal file attached in an e-mail. EPA security will not allow zipped files through the EPA firewall.

Please visit <http://www.epa.gov/smartway/forpartners/index.htm> for additional resources, including technical documentation.

Troubleshooting

Although the SmartWay tools have been tested extensively, you may encounter errors. Intermittent errors have been encountered when opening the Tool from an e-mail rather than from a drive. In addition, note that you will not be able to open the Tool successfully directly from the SmartWay website, so save the Tool to your hard drive before opening. If you encounter an error during use of the Tool, try restarting the Tool directly from a disk drive, with all other Excel files and applications closed. In addition, make sure that your computer is using a system and application version validated for use with the SmartWay tools (Windows XP or later operating system, and Excel Office 2003 2007, 2010, or 2013).

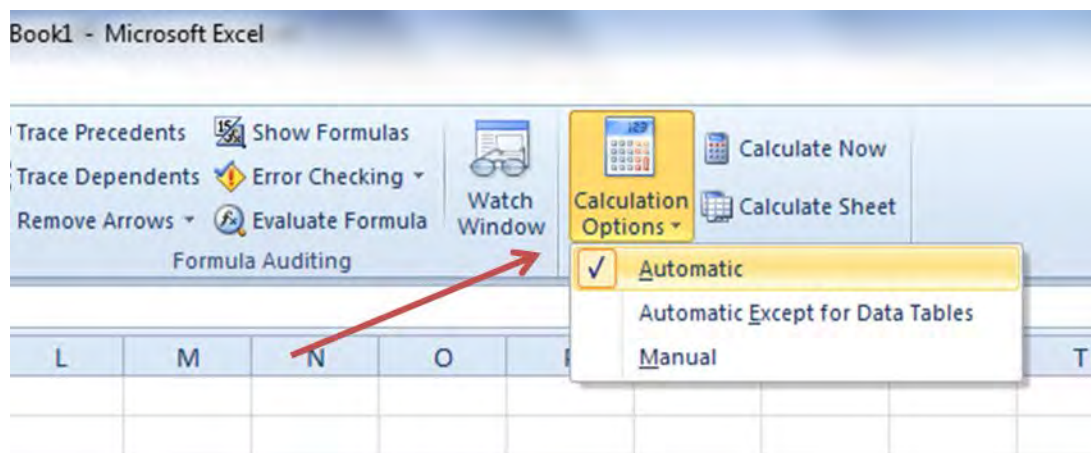
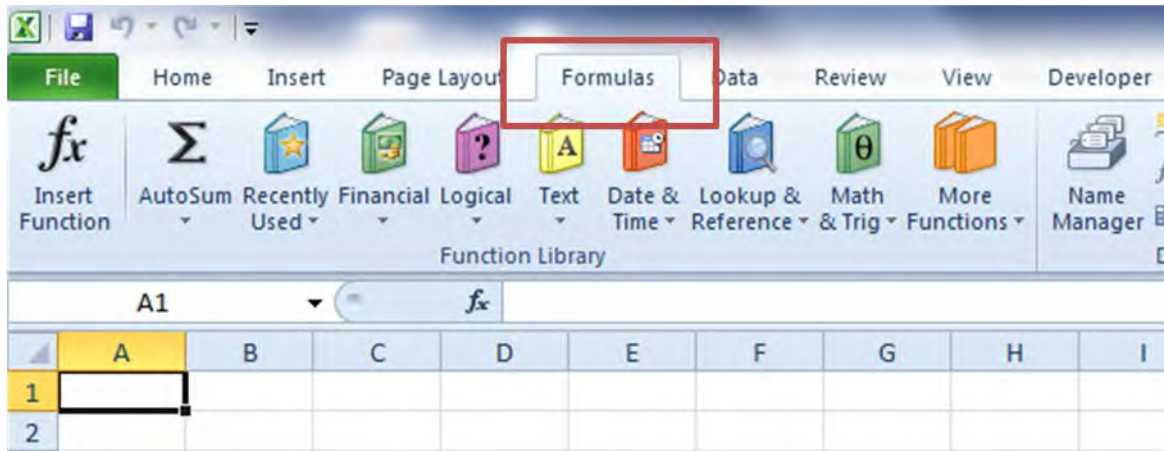
If you continue to encounter problems, make a screen capture of the error message, and save the Tool at that point. (You can make a screen capture by pressing the keys *Alt and Print Screen at the same time*, and then pasting the image into a document such as MS Word.) Then send the screenshot, along with the saved Tool to your Partner Account Manager for further assistance.

Proper Calculation Setting

By default, Microsoft Excel is set to automatically calculate formulas. If values within your Tool are not calculating automatically, then your Excel may be set to “Manual”. Follow these instructions to change your Excel Calculation setting.

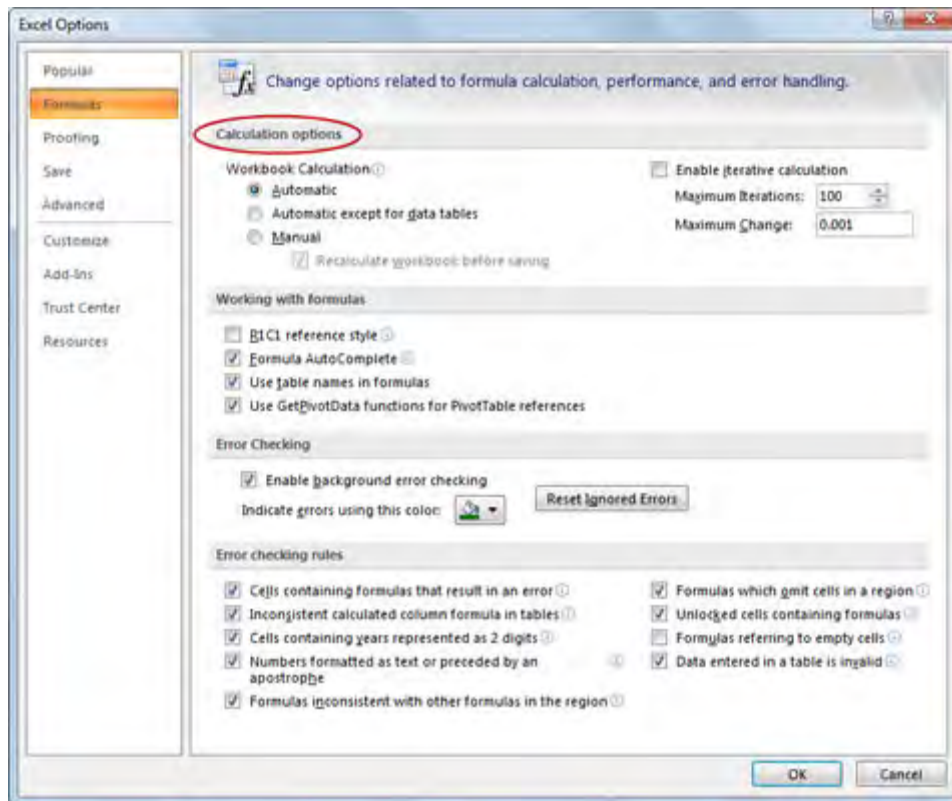
Office 2010 and Newer

Choose the “Formulas” tab. Select the “Calculation Options” button in the “Calculation” section to view the drop-down list of options. Choose “Automatic” from the list of options to switch to automatic calculation.



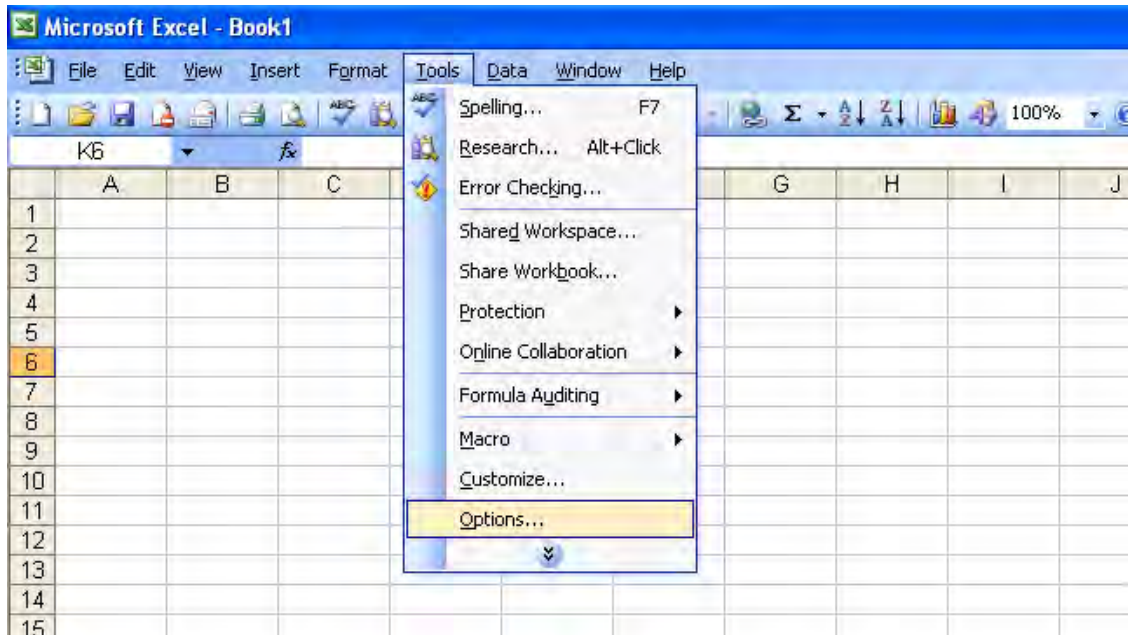
Office 2007

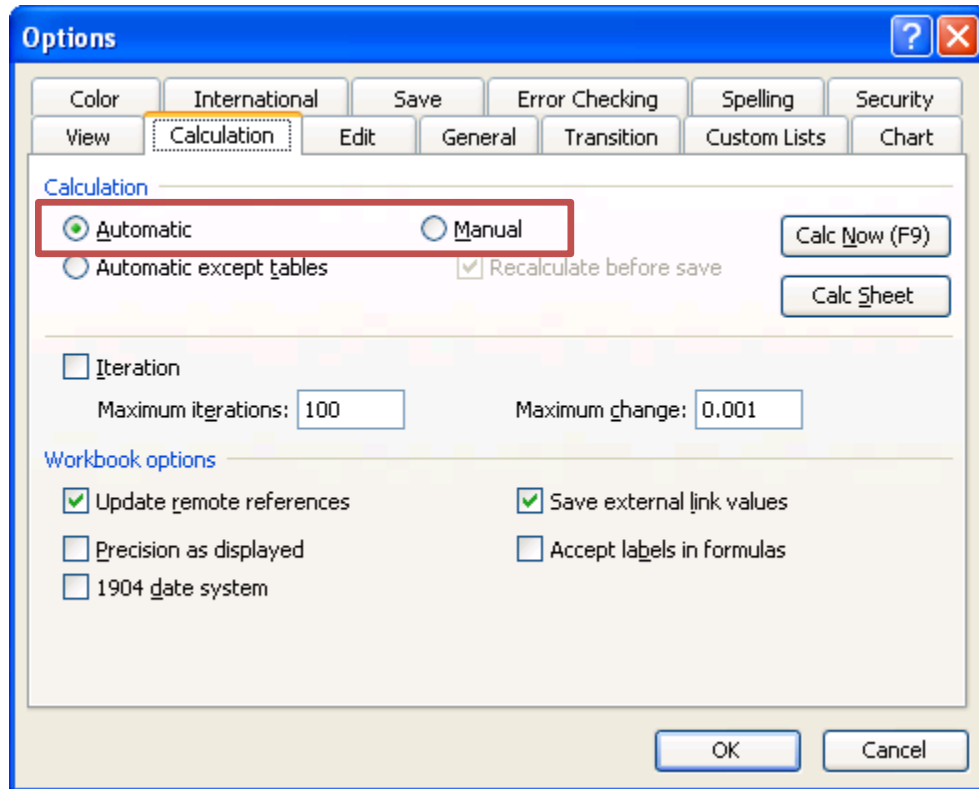
Select the Office button at the top left. Then select the Excel Options button and the Excel Options dialog box will appear. Select the Formulas tab and the Formulas options will appear in the right pane. Select the “Automatic” radio button in the Calculation options section.



Office 2003

From the tools menu, select “Options”. When the Options dialog box is displayed, select the “Calculation” tab. Under the Calculation section, select the “Automatic” radio button and then select “OK”.





APPENDIX A: RECOMMENDED DATA SOURCES FOR ACTIVITY DATA

Worksheet #1: Company and Contact Information

#1. Enter Your Contact Information:

General Company Contact Information

Company Name							
Headquarters Mailing Address							
City		State/Province		zip		Country	
Main Phone Number		Toll-free Number		Cell number		Web Address	

Working Contact Information

Working Contact Name							
Working Contact Mailing Address							
City		State/Province		zip		Country	
Working Contact Phone Number				Email Address			

Executive Contact Information

Executive Contact Name							
Executive Contact Mailing Address							
City		State/Province		zip		Country	
Executive Contact Phone Number				Email Address			

Other Contact Information

Other Contact Name							
Other Contact Mailing Address							
City		State/Province		zip		Country	
Other Contact Phone Number				Email Address			
Contact's Role in Program							

Worksheet #2: Air Fleet Identification & Characterization

Complete this worksheet for each fleet you will be submitting in the Air Tool.

#2: Define Your Fleet(s)

Fleet Name (Partner Name followed by Fleet Identifier name)

Fleet Type: ☐ Dedicated Freight ☐ Mixed Operations ☐ Passenger

Service Area: ☐ International ☐ National ☐ Regional

Revenue Category: ☐ Large (> 1\$B)
 ☐ Medium (\$100M - \$1B)
 ☐ Small (\$20M - \$100M)
 ☐ Micro (< \$20M)

Total Number of Aircraft: _____

Fleet Contact: _____

Worksheet #3A: Aircraft Inventory and Operations

Complete the following for each fleet you will be submitting in the Air Tool. Make multiple copies of the table below to enter all aircraft in the fleet if needed.

#3A: Identify Your Fleets

Air Fleet Name

Number of Aircraft:	
Aircraft Make:	(selection list available)
Aircraft Model and Series:	(selection list available)
Number of Engines:	
Average Engine Load:	
Cargo Weight Capacity:	(default value provided, user option to change)
Cargo Volume Capacity (cubic feet):	(default value provided, user option to change)
Fuel Type:	(aviation gasoline, jet fuel)
Total Annual Fuel Usage:	
Fuel Units:	(gallons, tons)
Total Annual Miles Traveled:	
Total Annual Ton-Miles:	
Utilized Volume (cubic feet):	
Total Annual LTOs:	
Total Annual Hours of Operation:	

Worksheet #3B: Data Source Description

Complete the following for each fleet you will be submitting in the Air Tool. Make multiple copies of the tables if needed.

Fleet Name:

Provide Data Source Description:

APPENDIX B: How to Set Security Levels for the SmartWay Tools

The following instructions should appear on your screen *if* you need to change your security settings before running the Tool. The instructions differ depending upon what version of Excel you use (Excel 2003, 2007, 2010, or 2013).

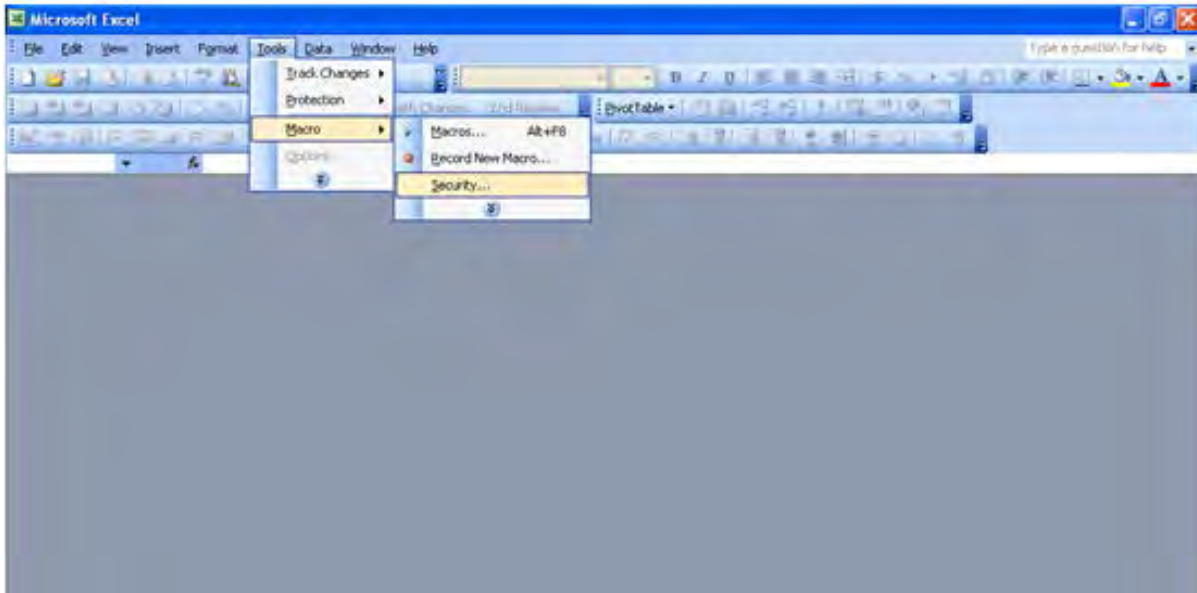


Figure B-1: Macro Setting Tabs in Excel 2003

Security Settings Users

For Excel 2003

To use the Logistics Company Tool in Microsoft Excel 2003, you will need to have your security levels set to “Medium.”

Setting Security Levels to Medium in Excel 2003

1. When using Excel 2003, on the menu bar, go to *Tools → Macro → Security Level*.
2. When the “Security” window opens, select the “Medium” level, and select **OK**.

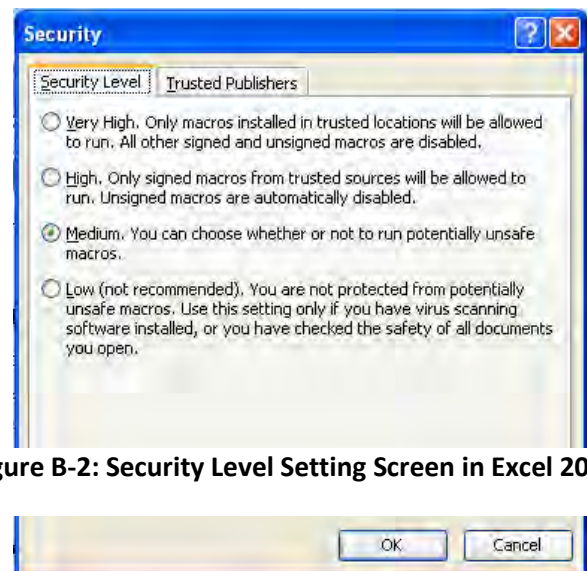


Figure B-2: Security Level Setting Screen in Excel 2003

Running the Tool in Microsoft Excel 2003

1. Save the Tool to your computer in a folder on your hard drive.
2. Go to that folder and double-click on the file to open the Tool.
3. You will see a security-warning box appear (**Figure B-3**). Select the

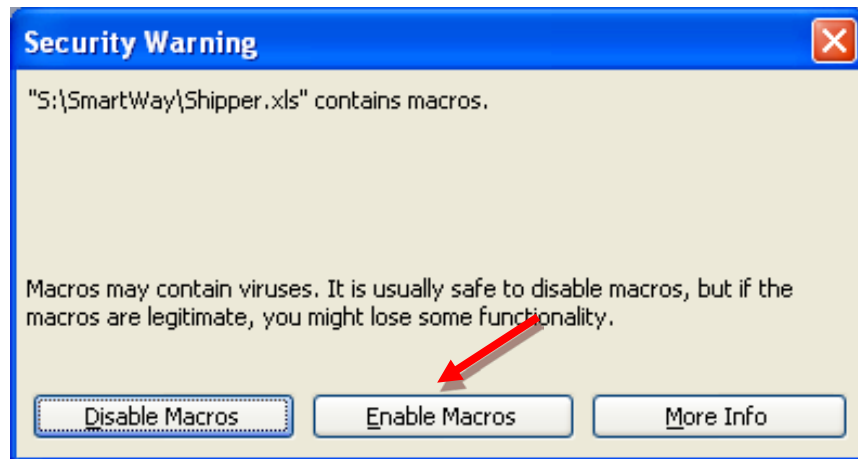



Figure B-3: Screen showing “Enable Macros” button

The **Welcome** Screen for the Logistics Company Tool should then appear and you will be ready to begin working on your tool.

Security Settings For Excel 2007 Users

The default settings for Excel 2007 should enable you to run the Tool without any changes.

Running the Tool in Microsoft Excel 2007

- 1) Save the Tool to your computer.
- 2) Open the file, and select the  button that appears after the Security Warning just below the menu bar (**Figure B-4**). Detailed instructions are also provided on the screen itself.

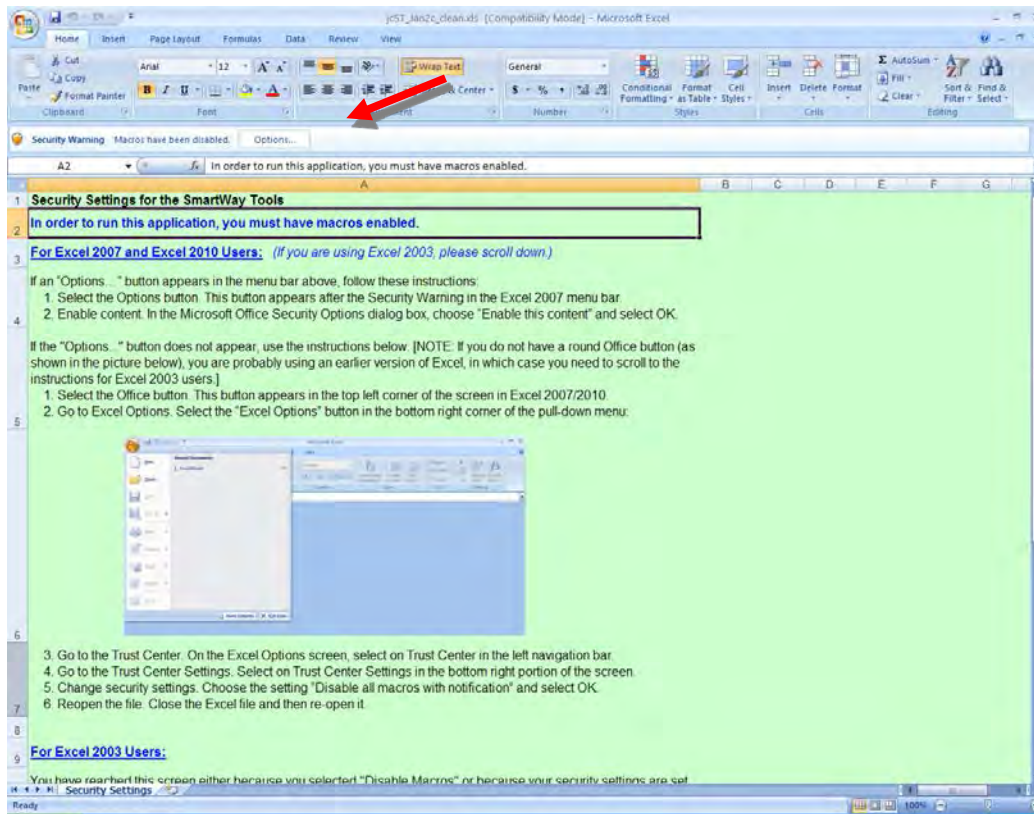


Figure B-4: Security Warning Screen

3) In the **Microsoft Office Security Options** dialog box (Figure B-5), choose “Enable this content” and select **OK**.


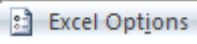


Figure B-5: Security Options Dialogue Box

The **Welcome** Screen for the Logistics Company Tool should then appear and you will be ready to begin working on your tool.

Troubleshooting the Security Settings in Microsoft Excel 2007

If you reach this point and the Tool does NOT open, you may have your security set too high.

To adjust your security settings, select the  button (in the top left corner of the screen) and then select the  button in the bottom right corner of the pull-down menu (**Figure B-6A**).

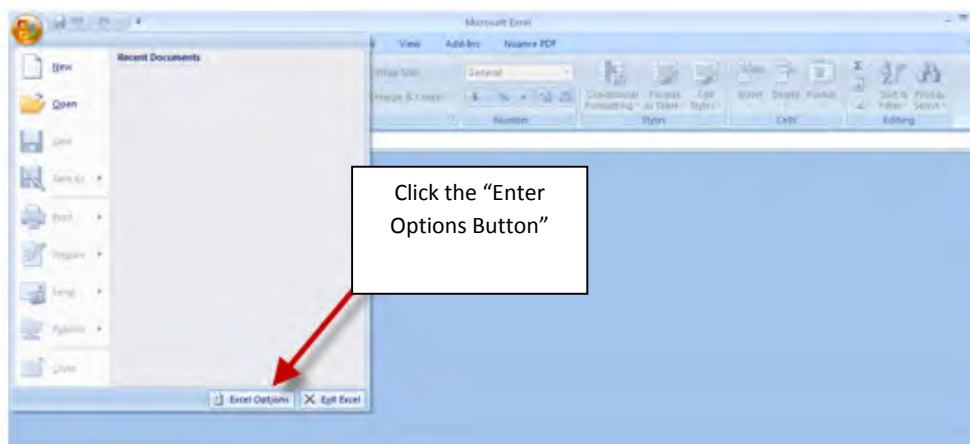


Figure B-6A: Excel Options Drop-Down Menu

On the **Excel Options** screen, select **Trust Center** in the left navigation bar (**Figure B-6B**):

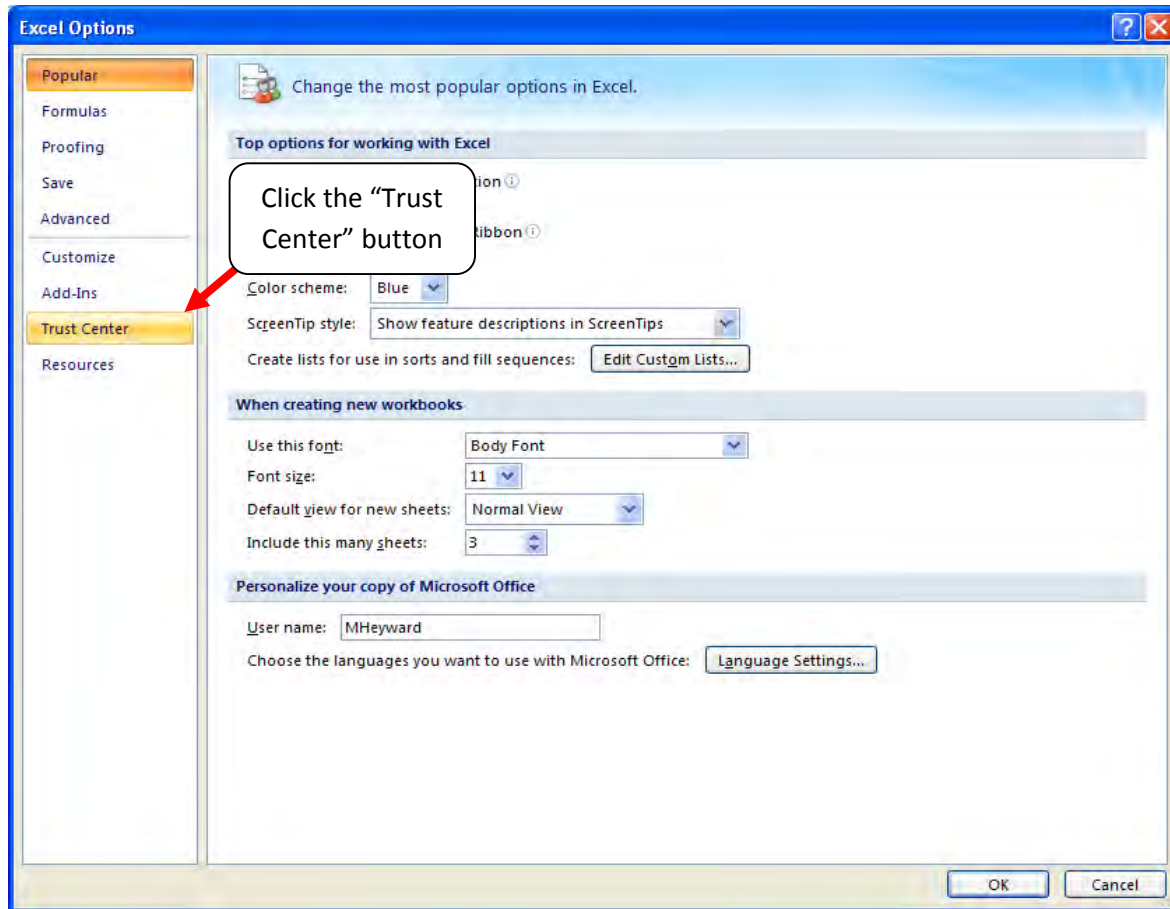


Figure B-6B: Excel Options Drop-Down Menu

When the Trust Center options display opens, select **Trust Center Settings** in the bottom right portion of the screen (**Figure B-7**):

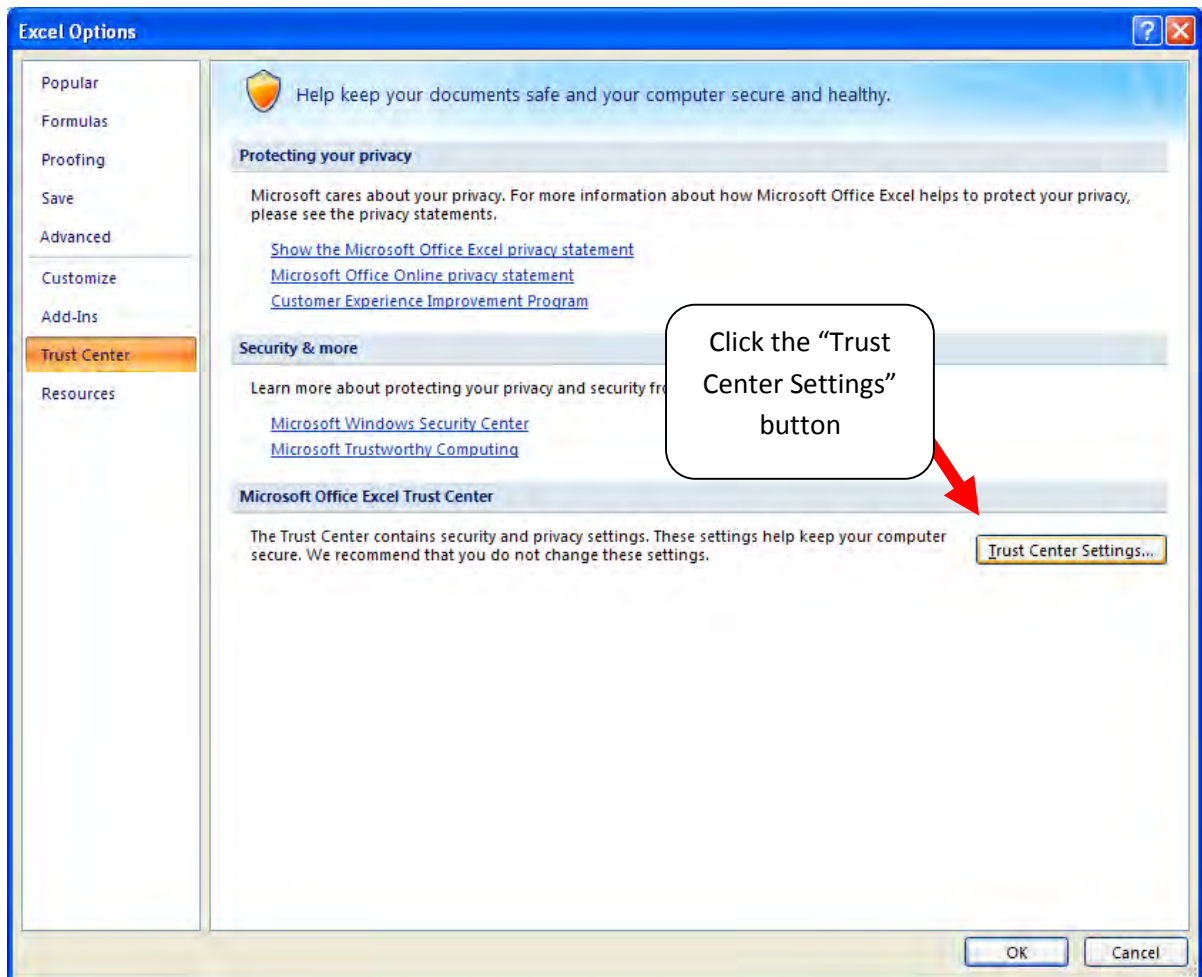


Figure B-7: Trust Center Settings Screen

Choose the setting “Disable all macros with notification” (Figure B-8) and select **OK**.

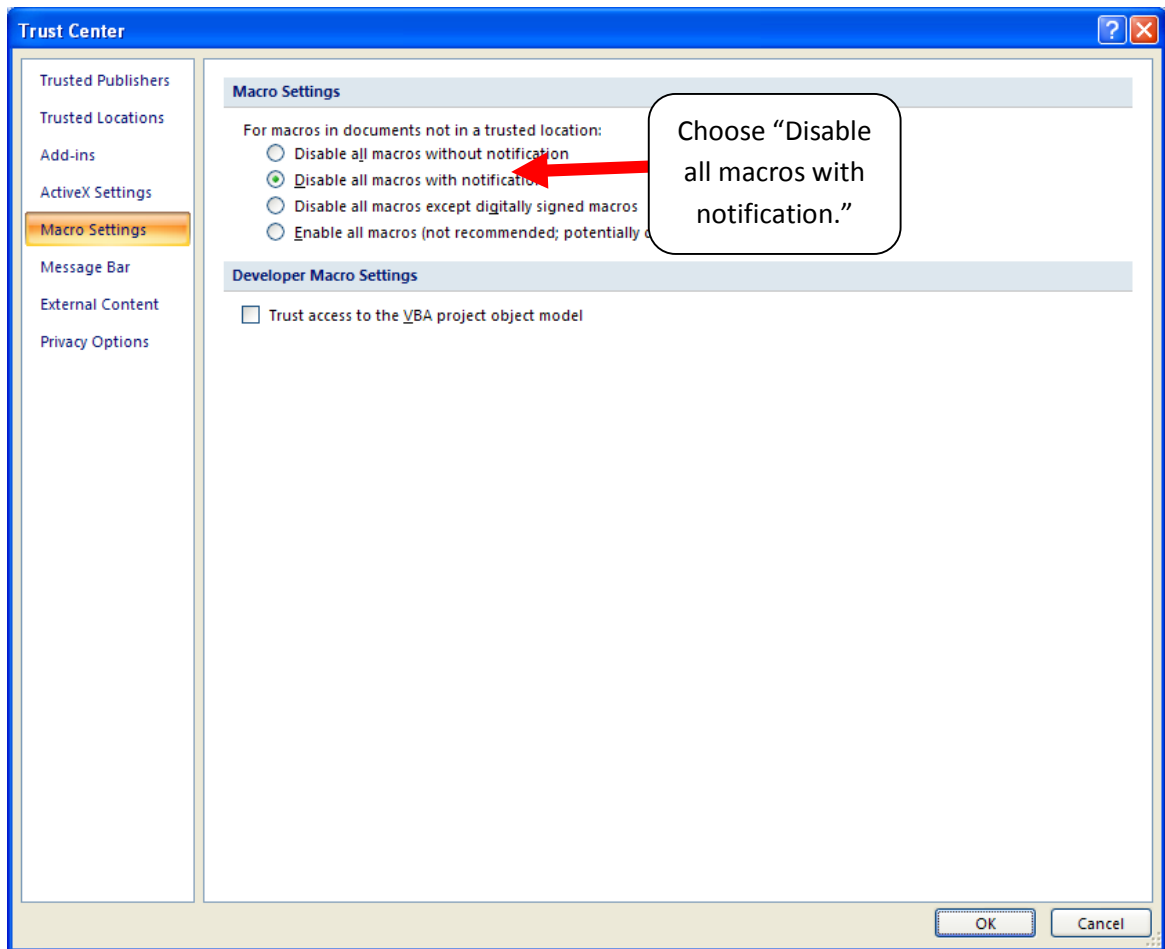



Figure B-8: Macro Settings Screen

Then run the Tool.

If, at this point, the Tool does not open, review the “Software and Hardware Requirements” on page 7. If you after reviewing this section, you cannot determine how to correct the problem, contact your SmartWay Partner Account Manager.

Security Settings For Excel 2010 and newer Users

The default settings for Excel 2010 and 2013 should enable you to run the tool without any changes. To run the tool:

- 1) Save the tool to your computer.
- 2) Open the file. Depending on your Office settings, you may receive an “Enable Editing” popup. If you do, simply select the  button. This will allow you to enter data into the tool. You may only receive this popup the very first time you open the tool.

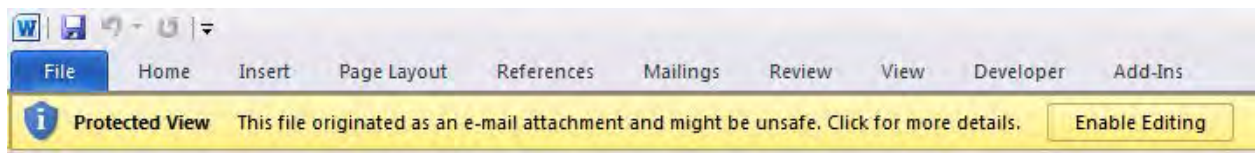
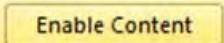
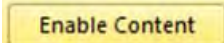


Figure B-9: The Enable Editing Button

- 3) Depending on your Excel macro security settings, you may receive a  popup. If you do, simply select the  button. This will enable macros in the tool you just opened.

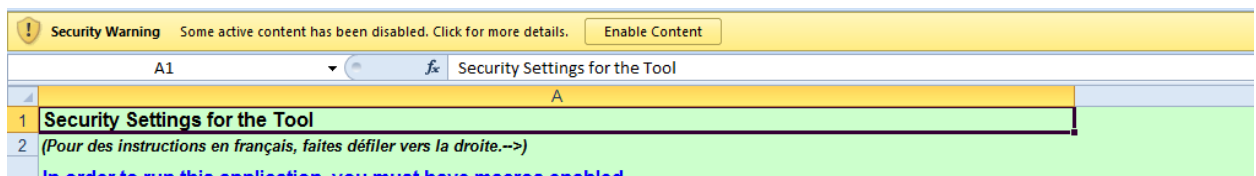

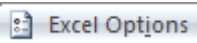


Figure B-10: Security Warning Popup

If, at this point, the Tool does not open, review the “Software and Hardware Requirements” on page 7. Otherwise, you may have your security set too high. To adjust your security settings, select the  button (in the top left corner of the screen) and then select the  button in the bottom right corner of the pull-down menu (Figure B-11):

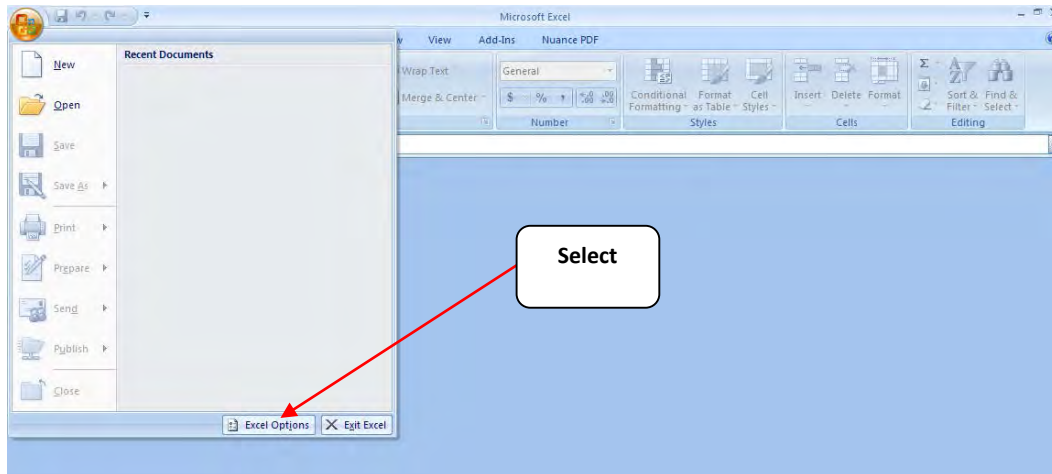


Figure B-11: Excel 2010 Options Drop-Down Menu

On the Excel Options screen, select **Trust Center** in the left navigation bar (**Figure B-12**):

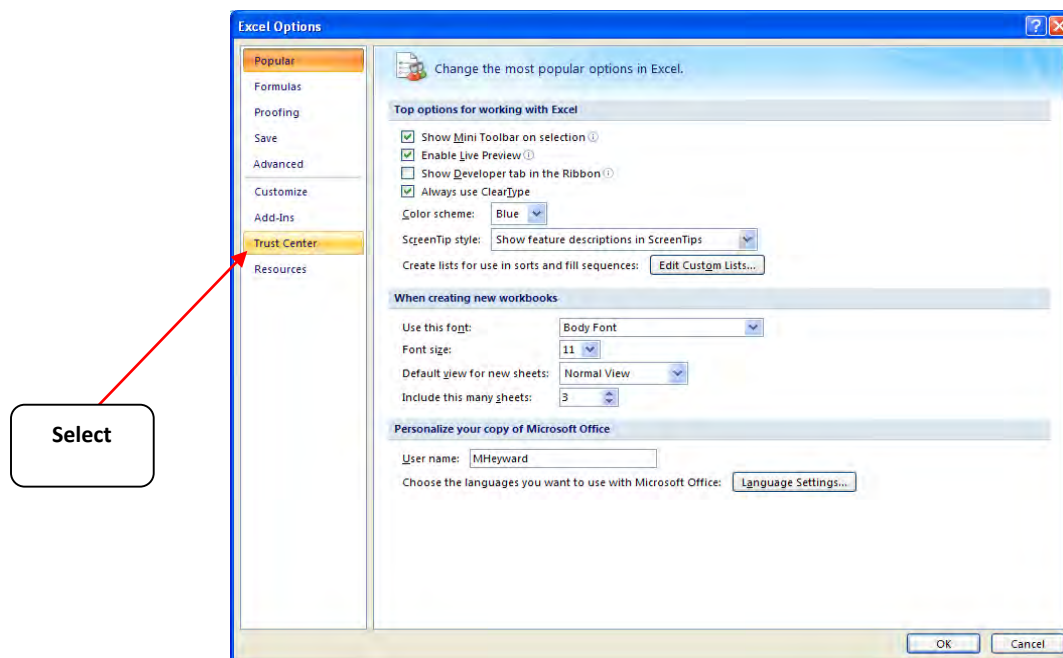


Figure B-12: Excel 2010 Options Drop-Down Menu

When the Trust Center options display opens, select **Trust Center Settings** in the bottom right portion of the screen (**Figure B-13**):

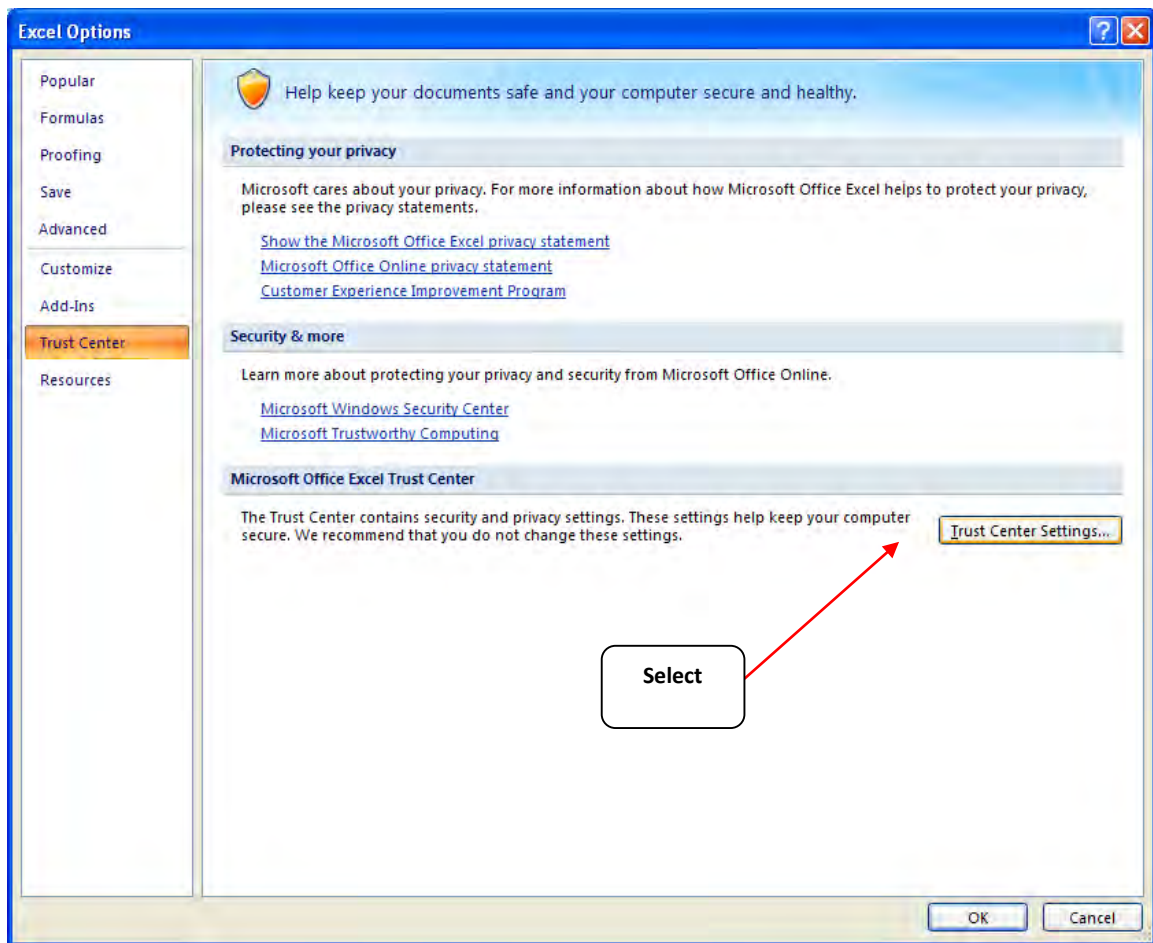


Figure B-13: Trust Center Settings Screen

Choose the setting “Disable all macros with notification” (Figure B-14) and select **OK**.

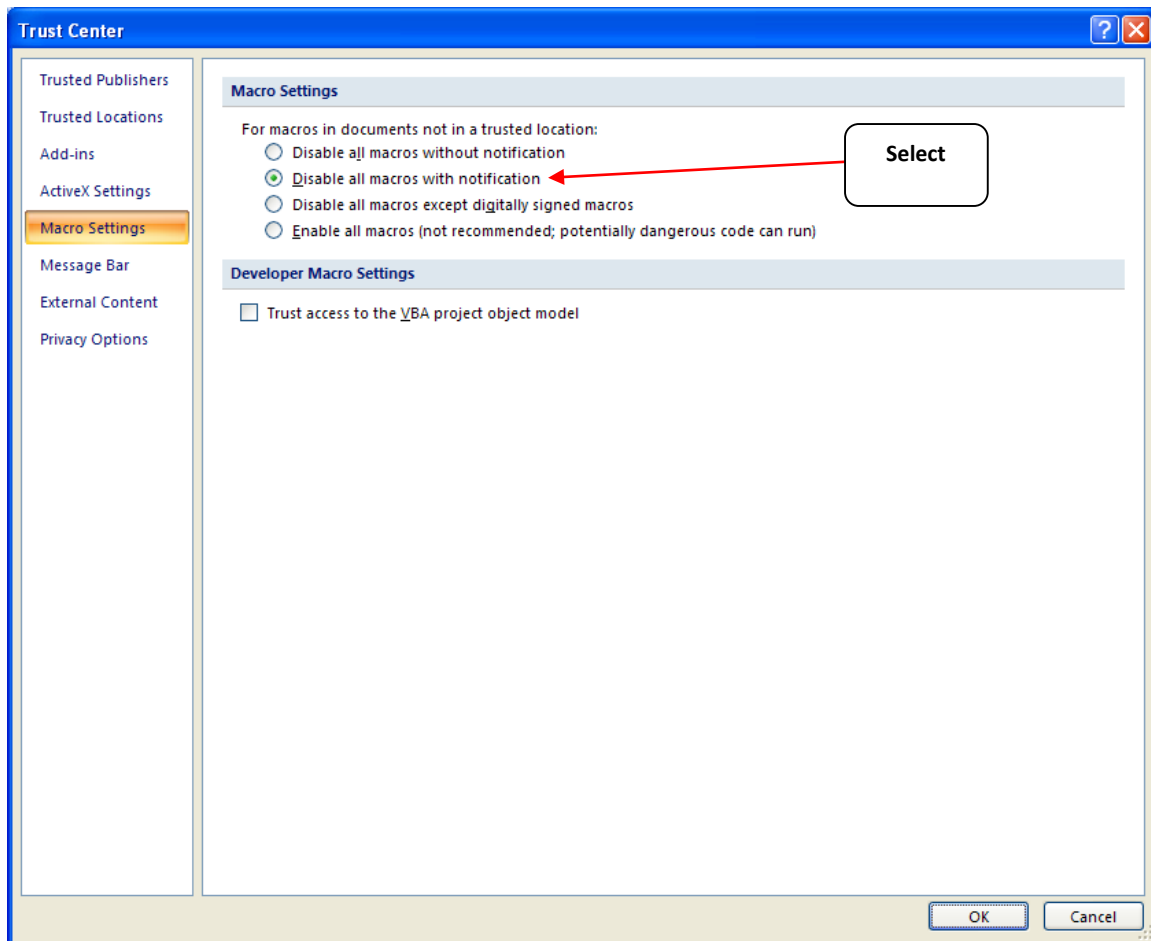


Figure B-14: Macro Settings Screen