EPA United States Environmental Protection Agency

SmartWay® U.S. Environmental Protection Agency

2019 SmartWay Truck Carrier Partner Tool:

Quick Start Guide

U.S. Version 2.0.18 (Data Year 2018)

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(Data Year 2018)

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

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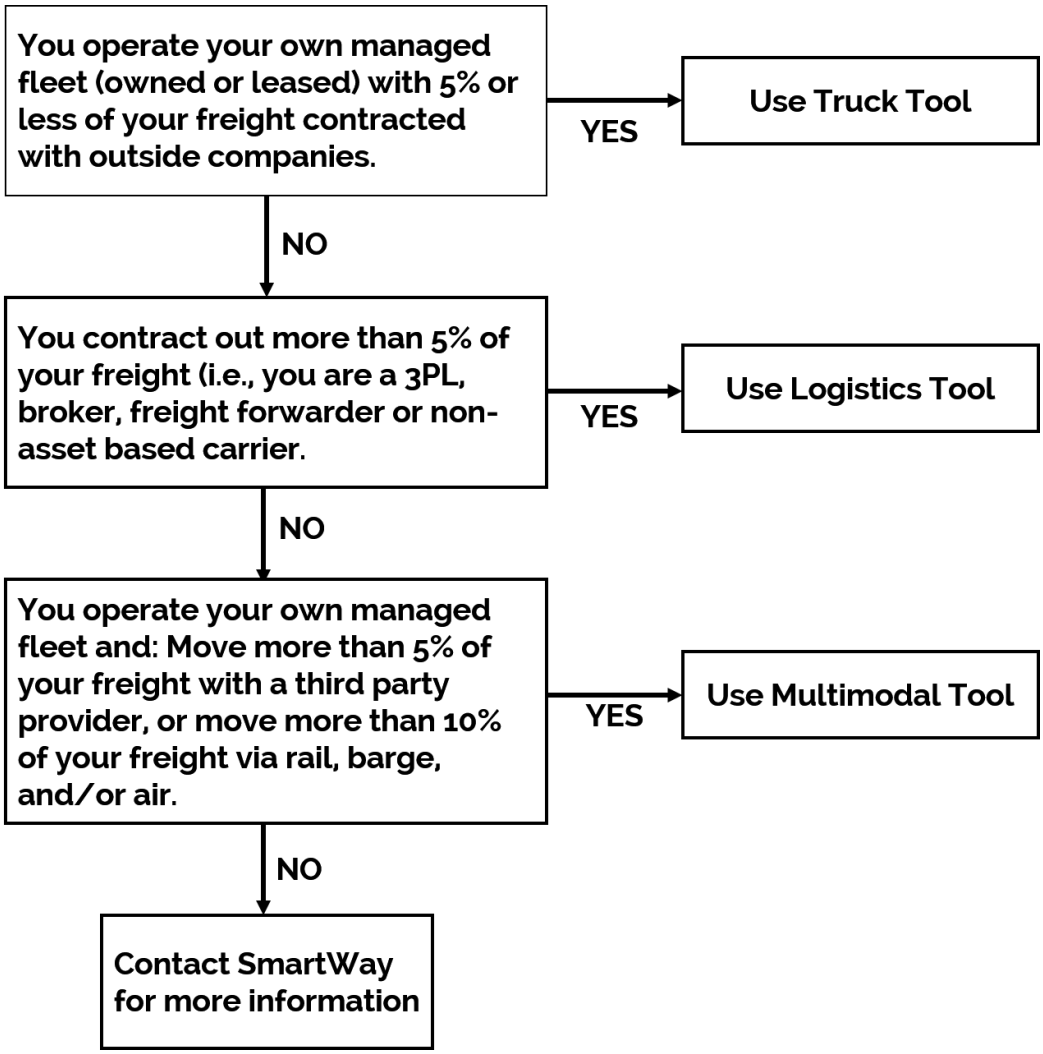
Pre-Checklist — Before Getting Started

WARNING:

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

IS THIS THE RIGHT TOOL FOR ME?



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

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WHAT DATA DO I NEED TO GATHER TO COMPLETE THE TRUCK CARRIER TOOL?

To participate in SmartWay, truck carriers need to gather the following essential information to complete the Truck Carrier Tool:

- The official company name EXACTLY as you would like it presented on the EPA website and other EPA communications
- Company contact information
- Contact details for your Working Contact (see page 9 for definition)
- Contact details for an Executive, Sustainability, and/or Other Contact(s) (Executive cannot be the same as the Working Contact) (see page 10 for definition)
- Percent split between US/Canada operations for each fleet
- Quarterly International Fuel Tax Agreement (IFTA) statements[1] (for activity data) for the reporting calendar year
- Fleet details for all fleets you control:
  - SCACs, MCNs, DOT, and/or NSC number information
  - Total inventory of vehicles in your fleet(s), sorted by vehicle class and engine model year, body type, and operational category for the reporting calendar year
  - Total miles, revenue miles and empty miles
  - Total diesel, biodiesel and/or other fuel use by class
  - Reefer fuel use by class (if applicable)
  - Average payload and average volume by class
  - For less-than-truckload carriers, average load weight and average number of loads per truck
  - Average cargo volume use percentage by class
  - Average idle hours per truck
  - Use of particulate matter control equipment by truck class and engine model year (if applicable)
- Data sources
- SmartWay ID number (if this is not your first tool submission)

This data should be provided for all of your company's 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.

[1] If applicable – for Class 7, 8a and 8b trucks only.

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WHAT SOFTWARE & HARDWARE IS REQUIRED FOR COMPLETING THE TRUCK CARRIER TOOL?

The Truck Carrier Tool was designed in Microsoft Excel using forms and Visual Basic for Applications (VBA) macros and code. Completing the Truck Carrier Tool requires the following software and system requirements:

Supported Operating Systems

- Microsoft Windows 7 or later
  - Includes Windows 7, Windows 8 and 8.1, and Windows 10
  - The Tool should also be compatible with Windows XP if all other requirements are met as well. However, Windows XP has reached end of support and Microsoft and this may affect tool performance.

System Requirements

- IBM Pentium processor or greater
- 2 GB Ram
- 100 MB disk space
- Monitor display setting of 1,024 x 768 or greater

Software Requirements

- Microsoft Excel 2010 or later
  - Includes Excel 2010, Excel 2013, Excel 2016 and Excel in Office 365
  - Must be the one-time purchase version of Microsoft Excel installed on a PC or the Office 365 subscription **desktop version** of the application; ***cannot run with Microsoft Excel online or through OneDrive online***
  - The Tool should also be compatible with Excel 2007 if all other requirements are met as well. However, Excel 2007 has reached end of support and Microsoft no longer provides technical support, bug fixes, or security fixes. This may affect tool performance.
  - Excel 2010 will also reach end of support by Microsoft on October 13, 2020.

Microsoft Excel Security

Since the Tool employs macros, Excel macros must be enabled to use the Tool. If necessary, follow the directions on the first screen of the Tool to enable macros, or follow directions provided on the Microsoft Support website: https://support.office.com/en-us/article/Enable-or-disable-macros-in-Office-files-12B036FD-D140-4E74-B45E-16FED1A7E5C6

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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 Truck Carrier Tool.

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Step 1 Data Collection Requirements

This section will identify data needed for completing the required sections of the Truck Carrier Tool. **The Truck Carrier Tool Technical Documentation** explains more about the methodological structure and technical aspects of the Tool and the data entry process; this guide will focus primarily on the essentials for completing the Tool.

INTRODUCTORY SCREENS

Upon opening the 2018 Tool, you will see a Welcome screen, followed by five screens which orient you to the Tool. The Assistance for New Users screen appears first and allows users to view an orientation video. Additional screens may be accessed from this screen, including Tool selection guidance, data collection needs, Tool help and navigation, and the SmartWay Partner Tool Schedule for 2019. These are general information screens and may be skipped if you are already familiar with the Tool. However, upon proceeding you **MUST** select the box at the bottom of the Partnership Agreement screen, indicating that you agree to the terms of the Partnership Agreement.

AUTO-POPULATION

As you progress through the Tool, you will see an "Auto-Population" screen. This screen allows partners and applicants to input their SmartWay ID and automatically load the information for the initial steps of the Tool (Partner Name, Contact Information, and for established Partners, Fleet Information), based on the prior year's submittal or, for applicants, information entered through the online SmartWay Carrier Application.[2] The Auto-Population option can save time and ensure naming consistency for your contacts and fleet(s) from year to year. A popup screen will appear displaying all the contact and fleet data uploaded for your review before proceeding. Corrections and revisions may be made on the HOME screen if needed. If you do not have a SmartWay ID, or prefer to enter this data manually, you may skip this step.

DATA REQUIREMENTS FOR ESTABLISHING YOUR DATA COLLECTION YEAR

Before beginning your data collection, 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 have not been in operation for a full year, you must collect ***a minimum of three months' data*** for input into the SmartWay Tool. In your next update year, you will be expected to submit a full year's data.

DATA REQUIREMENTS FOR 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.

[2] You may access the SmartWay carrier application at http://app5.erg.com/smartwayonramp/onramp/index.cfm?CFID=708106&CFTOKEN=14c13f056f84b32c-C1172202-F7AC-091B-019982BF6AE1A5ED.

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You must specify your company's official Partner Name under Section 1 of the HOME screen, exactly as you want it to appear on the SmartWay website.

Your company will be listed ***exactly*** as you've entered in Section 1. Therefore, it is important to pay special attention to proper capitalization, abbreviations, annotations, and punctuation.

If you selected the auto-populate option please review the Partner Name as it appears on the screen, revising it as necessary.

DATA REQUIREMENTS FOR SECTION 2: ENTER CONTACT INFORMATION

The SmartWay Tool asks for:

- **General company information** such as location, web address, phone number, etc.
- **A Working Contact**[3] for any questions about your company's participation and Tool submissions
- **An Executive Contact**[4] for participation in awards and recognition events
- **A Sustainability Contact (optional)**[5] for information on company sustainability programs and outreach
- **Additional contacts (optional):** Additional contacts may include anyone who is not the Working, Executive, or Sustainability contact but may be involved with SmartWay (e.g., press/media contact, fleet manager, etc.).

Note that you MUST have at least two contacts listed in the contact information section of the Tool, and the Working and Executive Contacts must be different, in order to proceed. SmartWay recommends developing an internal succession plan to make sure that your Truck Carrier Tool submission schedule is maintained, in the event that a Working Contact is reassigned, or leaves the company for any reason.

If you selected the auto-populate option you still MUST review the Contact Information summary screen that pops up upon completion of this step, and revise any entries on the HOME screen as needed.

DATA REQUIREMENTS FOR SECTION 3: CHARACTERIZE YOUR FLEETS

The Truck Carrier Tool tracks fleet-level operations. Most carriers will only need to create one fleet

[3] 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 company 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 emails from SmartWay/EPA are not blocked, new Working contacts may need to add SmartWay/EPA to their preferred list of trusted sources.)

[4] The Executive Contact is the company executive who is responsible for agreeing to the requirements in the SmartWay Partnership 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.

[5] The Sustainability Contact may be the same as the Working or Executive Contact, but not the same as any Other Contacts.

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 five screens in the **Fleet Characterization** section of the Tool:

- **Identify Fleets:** For each fleet that a customer can hire, you will be asked to establish names for each of your fleets. 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:** You will need to confirm control of the fleet. **"Control" means that you operate/route the vehicles, regardless of ownership status, and you must confirm that you have at least 95% control of the fleet to include it in the SmartWay Truck Carrier Tool.** You will also be asked to provide SCAC, MCN, DOT or NSC numbers (for fleet identification), and define the fleet as "for-hire," "private," or "dedicated". If you have questions, please call the SmartWay helpline at (734)-214-4767.
- **Operation Categories:** You will need to provide a reasonable estimate of the fleet's split between truckload, less-than-truckload, drayage, package delivery, and expedited operations.
- **Body Types:** You will need to provide a reasonable estimate of the fleet's split between the following body types:
  - Dry van
  - Refrigerated (Reefer)[6]
  - Flatbed
  - Tanker
  - Intermodal chassis containers (pooled and owned)
  - Heavy/Bulk hauler
  - Auto carriers
  - Moving
  - Utility[7]
  - Special hauler (e.g., Hopper, Livestock, and other specialized carriers)
- **SmartWay Category:** The SmartWay Category designation for each of your fleets will be shown on the fifth screen, based on your selections on the Operation and Body Type screens. For example, SmartWay Categories include

[6] If you specify reefer body types in your fleet you must also provide your estimated reefer fuel use in the Activity section of the Tool.

[7] The Utility category encompasses class 2b to 8b vehicles that do not carry typical commercial freight. Examples include garbage, recycle, service, work, dump, landscape, cement, bucket, boom, ambulance, armored, fire, farm, wrecker and other similar trucks.

Because these trucks do not carry traditional freight payload, the user should self-define their payloads so as to make the emissions per payload efficiency useful to the user. SmartWay will not use the emissions per payload results for the utility category. Users may experience yellow or red warning labels on the Activity screen due to the unique nature of Utility "payload." In the case of red alerts, simply input text defining your special conditions in the required text boxes that appear.

Truckload/Dry Van, LTL, Mixed, etc. Your fleet's performance will be measured against other carriers with the same category designation, so please ensure you have characterized your fleet correctly before proceeding.

Once you have defined your fleets, create the data entry forms for your fleet by selecting the **Create Fleet(s)** button, available on the **SmartWay Categories** tab.

DATA REQUIREMENTS FOR SECTION 4: FLEET DATA

In Section 4 of the Truck Carrier Tool, you will enter **detailed activity and fuel consumption data** for each of the fleets you identified and characterized in Section 3.

General Information Screen Requirements

This screen asks you to provide information for six key indicators, including fuel types used.

Question 1 asks you to indicate your fleet's percent operation in the U.S. and Canada. Acceptable metrics include miles, fuel consumption, or any reasonable quantitative means of allotting the approximate percentage of operations in the two countries.

Next, you must select the fuel types found in this fleet in question 2. You will be asked to define all fuels the fleet used from a list of:

1. **Diesel/biodiesel:** petroleum diesel and/or biodiesel made from any renewable feedstock
2. **Gasoline/Ethanol:** conventional and reformulated gasoline, and 85% ethanol (E85)
3. **Liquefied Petroleum Gas (LPG):** also known as LP Gas, Liquid Propane Gas, and propane
4. **Liquefied Natural Gas (LNG)**
5. **Compressed Natural Gas (CNG)**
6. **Electric:** vehicles exclusively using battery electric power
7. **Hybrid:** vehicles with hybrid electric or hydraulic hybrid powertrains, using either gasoline or diesel

NOTE: Once you check these boxes, the appropriate fuel type tab (along the top of the screen next to the **General Information** tab) will become active. **Please complete the screens for each fuel type you select.**

Question 3 asks you to determine your short-haul split vs. long-haul split. You will be requested to estimate the percentage of your fleet's operations that are short haul or long haul. A short haul is defined as any haul less than 200 miles; a long haul is defined as any haul in excess of 200 miles. Percentages should be reasonable estimates.

In Question 4, you will be asked to indicate if you broker-out some portion of your company's total freight volume, and if so, to specify what percent of your total loads shipped last year were brokered. If you indicate that more than 5 percent of company's total freight volume is brokered out, you will receive a warning that you should consider using the Logistics Carrier Tool or the Multimodal Carrier Tool instead of the Truck Carrier Tool. You may choose to contact your Partner Account Manager (PAM) or the SmartWay helpline if this occurs.

For Question 5, check to box if your fleet operates in the Northeast United States. This information is voluntary and not required for Tool submittal. This question asks about your activities in the Ozone Transport Commission (OTC) member states. The OTC is a multi-state organization created under the Clean Air Act, responsible for advising EPA on transport issues and for developing and implementing regional solutions to the ground-level ozone problem in the Northeast and Mid-Atlantic regions. OTC member states include Connecticut, Delaware, the District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, and Virginia. If you operate in these states, please specify if you were asked to join SmartWay by the OTC. If so, you should then indicate what percentage of your operation is based in the OTC, what the percentage estimate is based on (miles, gallons, or other) and the percentage value.

NOTE: For fleets categorized as Less-than-truckload/Dry Van, data for the average number of loads per truck and weight per load are now required in Question 6. Pay close attention to how these values are defined and estimated – the tool will validate these estimates by comparing them against the payload data entered later on the Activity screen.

FUEL-SPECIFIC SECTIONS: ENGINE MODEL YEAR & CLASS, AND ACTIVITY INFORMATION SCREENS

This section looks at truck classes and engine model years. Under each fuel-type tab (Diesel, Gasoline, LPG, LNG, CNG, Electric, and Hybrid) there are up to three screens requiring data inputs:

1. the **Engine Model Year & Class**[8] screen
2. the Activity Information screen
3. the PM Reduction screen will appear for diesel vehicles if you specify diesel trucks with pre- 2007 engines on the **Engine Model Year & Class** screen

To complete these screens, you will need to have the following data on hand

- the number of trucks in each fleet split out by engine model year and truck class
- total miles by vehicle class
- revenue miles by vehicle class

[8] For electric trucks, this screen is known as the "Motor Model Year and Class Screen".

- empty miles by vehicle class
- gallons of fuel used by vehicle class (or kWhrs for electric trucks)
- payload information by class and body type (if available; if not, use the Payload Calculator default ranges)
- average capacity volume by body type and truck class for straight trucks (if available; if not, use the Volume Calculator defaults) or by trailer/container type for combination trucks
- average used cargo volume percent by truck class
- road type/speed category splits by truck class
- average idling hours (short duration and extended) per truck for all classes
- the number of trucks by class and engine model year for which you are using particulate matter retrofit control devices

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Step 2 Data Entry

DOWNLOADING THE SMARTWAY TRUCK CARRIER TOOL

To download the SmartWay Truck Tool, visit: https://www.epa.gov/smartway/smartway-truck-carrier- partner-resources. Save the Tool in a folder on your hard drive; this folder should house copies of your data and future updates.

HOW TO SET 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 2010, 2013, or 2016).

If you need additional assistance with your security settings, download the guidance document labeled "Truck Carrier Partner 2.0.18 Tool: User Guide.2018 Data Year—United States Version" from https://www.epa.gov/smartway/smartway-truck-carrier-partner-resources and review the screen-by-screen guidance in Part 1: Downloading and Setting Up the Tool.

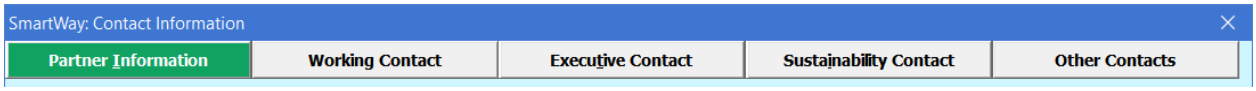
ENTERING PARTNER NAME

Under Step 1 on the **HOME** screen:

1. Type your Partner Name EXACTLY as you would like it to appear on the SmartWay website and in other EPA communications in the field as indicated.
2. Proceed to Section 2 to enter Contact Information.

ENTERING CONTACT INFORMATION

Under the Partner Information tab:



Note: Use the Tabs at the top of the window to navigate between the 5 information screens

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

1. **Enter the Company address, phone numbers, and website (optional).**

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.**

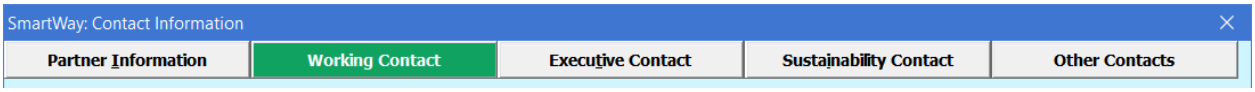
   The **Executive Contact** is the company executive who is responsible for agreeing to the requirements in the SmartWay Partnership Annual Agreement, overseeing the Working Contact (as appropriate), and ensuring the timely submission of the Tool to SmartWay. The Executive

   Contact also represents the company at awards/recognition events. This person should be a Vice President or higher level representative for the company.

4. **Enter the Sustainability Contact name and title (optional).**

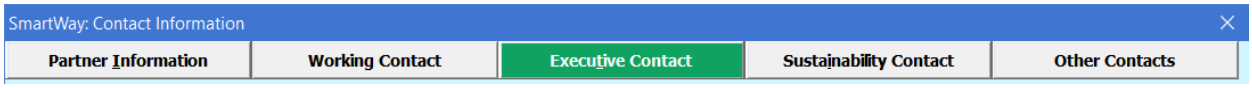
   The **Sustainability Contact** is the individual assigned responsibility for monitoring the company's environmental performance. The Sustainability Contact may be the same as the Working or Executive Contact (and specified by checking the "Same as" boxes in the Sustainability Contact section), but cannot be the same as any Other Contact.

Under the Working Contact tab:



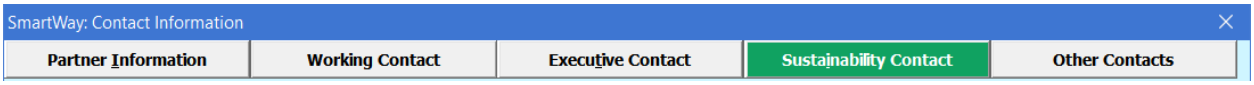
1. Enter the Working Contact information. If the Working Contact shares the same address as the company, you may select the **USE PARTNER ADDRESS** button to auto-populate the address section of this record. Enter the email address twice to confirm its accuracy. When confirmed a ✓ will appear to the right.

Under the Executive Contact tab:



1. Enter the Executive Contact information. If the Executive 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.

Under the Sustainability Contact tab:



1. Enter the Sustainability Contact information, if applicable. If the Sustainability 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.

Under the Other Contacts tab:

1. Enter Other Contacts (if applicable) by selecting the **ADD NEW CONTACT** button.
2. Enter the first Other Contact then select **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.

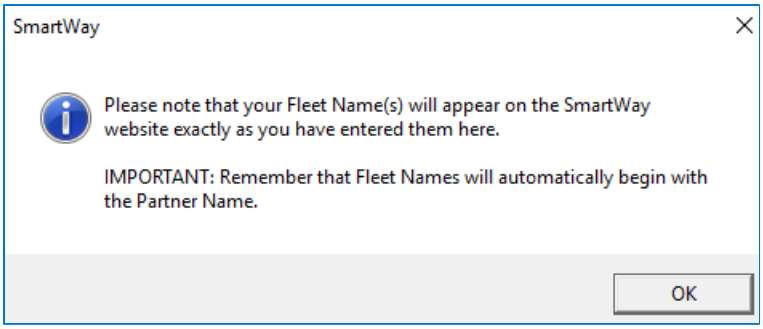
NOTE: In some cases, companies with multiple fleets will gather information from different sources within the company. You may find it useful to have this additional contact information stored within the Tool.

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 **VALIDATE SCREEN** 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. Next select the **HOME** button to return to the **Home** screen and go to Step 3.

COMPLETING THE IDENTIFY FLEETS SCREEN

1. On the **Home** screen, select the **Fleet Description(s)** button to display the **Fleet Descriptions** screens.
2. Confirm that the Partner Name that appears automatically is correct and appropriate for your fleet. If not, make changes in the field under the heading "Partner Name."
3. Enter the "Fleet Identifier" for your first (or only) fleet. This field may be left blank if you only have one fleet. In this case your final Fleet Name will simply be your Partner Name.
4. Enter additional fleets as needed:
   a. To enter another fleet, select the **Add Another Fleet** button.
   b. To delete a fleet, select the box next to the row you wish to delete, and then select the **Delete Checked Rows** button.
   c. Once you have confirmed or modified the Partner Name and specified the Fleet Identifiers, the full Fleet Names will be displayed on the screen to the right, exactly how they will be displayed on the SmartWay website.
5. To proceed, select the **Fleet Details** tab at the top, or select the **NEXT** button at the bottom of the screen.
6. Before moving on, a popup screen will appear asking you to verify that you are satisfied with your fleet name(s).



7. ***Verify that the fleet name(s) show exactly what you want customers to find in the SmartWay website and Carrier Data File.***
8. Select **OK** to proceed to the next screen. You may return to this screen later to revise your fleet name(s) if necessary.

COMPLETING THE FLEET DETAILS SCREEN

1. For each fleet, if you control over 95% of the operation of the vehicles (weighted by miles) check the box labeled "95+% Control."

2. Enter SCAC, MCN, DOT and/or NSC identifiers (optional) for each fleet listed. If you have a single fleet that has multiple SCACs, enter all of them into the SCAC field, and separate them with commas.

   While it is not required to enter SCAC, MCN, DOT or NSC information for each fleet, it will help shippers and logistics companies searching by those parameters in the SmartWay database to easily find your fleet for inclusion in their Tool.

3. Select your Fleet Type (either "For-Hire," "Private," or "Dedicated") for each fleet listed.

4. Select the **NEXT** button or select the **Operation** tab at the top to proceed to the next section.

COMPLETING THE OPERATION SCREEN

1. For each fleet identified, estimate the percentage of mileage each fleet spends in the five defined operation categories and enter your estimates in the fields provided. Leave the field blank if no mileage is associated with that operation category for that fleet. The percentages for each fleet must sum to 100.

2. Select the **NEXT** button or select the **Body Types** tab at the top to proceed to the next section.

COMPLETING THE BODY TYPES SCREEN

1. For each fleet, enter an estimate of the percentage of total vehicles associated with each body type. The percentages specified can be approximate, based on vehicle populations. The percentages for each fleet must sum to 100%.

   NOTE: If you specify activity for Special Haulers, a **DESCRIBE** button will appear next to the cell entry. You must select this button and provide a text description of your specialty haulers.

2. Select the **NEXT** button or select the **SmartWay Category** tab at the top to proceed to the next section.

REVIEWING THE SMARTWAY CATEGORY SCREEN

1. The SmartWay Category designation for each of your fleets is shown on this screen, based on your selections on the **Operation** and **Body Types** screens. Your fleet's performance will be measured against other carriers with the same category designation, so please ensure you have characterized your fleet correctly before proceeding.

2. Once you are sure your Fleet Description information is input correctly, you may select the **CREATE FLEET(S)** button at the bottom of the page. You will then be prompted to confirm that you have identified all your fleets. Return to the **Identify Fleets** screen if needed, otherwise select **OK** and you will automatically be returned to the **Home** screen.

SELECTING A FLEET FOR DATA ENTRY

1. Using your mouse, on the **Home** screen select and highlight the name of the fleet for which you wish to enter data.

2. Double click the name; you will then be taken to the **General Information** data entry screen for that fleet.

COMPLETING THE GENERAL INFORMATION SCREEN

1. Enter your percentage of operations in the U.S. and Canada.
   - Inputting a value in one cell automatically populates the other cell to add up to 100.
2. Select the boxes for the fuel type(s) you use.
   - Once you select these boxes, the appropriate fuel type tab (along the top of the screen next to the **General Information** tab) will become active.
3. Enter your percentage short-haul vs. long-haul operations.
   - Inputting a value in one cell automatically populates the other cell to add up to 100.
4. Select "Yes" or "No" indicating whether you broker-out some portion of your company's total freight volume.
   - If you select "Yes", enter the percent of your total loads shipped last year that were brokered out.
5. Check the box if your fleet operates in Ozone Transport Commission (OTC) member states.
   - If you operate in the OTC, select "Yes" or "No" indicating whether you have been asked to join SmartWay by the OTC.
   - Enter the percentage of your operation that is based in the OTC member states.
   - Select Miles, Gallons, or Other to indicate what that percentage is based on. If you select "Other", specify your response in the space provided.
   - Enter the value for the item you indicated that your percentage was based on (miles, gallons, or other).
6. If your fleet is categorized as Less than Truckload, enter the average number of loads and average weight per load for the fleet. Your estimates will be validated against the truck class-specific payload information you enter on the Activity screen(s).
7. Select the **VALIDATE SCREEN** button to make sure you have filled out everything on this screen properly.
8. Select **NEXT** button or select the next available fuel tab at the top to begin entering fuel and activity data for this fleet.

COMPLETING THE ENGINE MODEL YEAR & CLASS SCREEN

******NOTE: The following guidance will use the Diesel Fuel sections as an example. Similar procedures are followed for all other fuel types.******

Select the boxes at the top (i.e., 2b, 3, 4, 5, 6, 7, 8a, 8b) for each of the truck classes you operate in this fleet.

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Input the number of vehicles you have in each class, specifying the corresponding **engine** years (rather than the tractor model years).

1. Use the scroll bar to the right if you need to enter information for older model years.
   Select the box at the bottom of the screen to hide any unused truck classes if you wish.

2. Select **NEXT** or select the **Activity Information** tab at top of the screen to proceed to the next section.

   a. Before leaving the **Engine Model Year & Class** screen, you will be prompted to confirm the accuracy of your model year and truck class selections.

   Note: You may review previous years' selections by selecting the **Year-to-Year Comparison Report** on the **Home** screen.

COMPLETING THE ACTIVITY INFORMATION SCREEN

1. Enter the exact value for total miles driven collectively by this fleet by vehicle class. Include all out- of-route, positioning, empty, and other miles driven.

2. Enter the exact value for the revenue miles—the number of miles your fleet drove that were charged to a customer account.

3. Enter the exact value for the total number of empty miles traveled by your fleet.

4. Enter the exact value for all the gallons of fuel used by your fleet in the **past 12-month reporting period**, including any gallons with biofuels (biodiesel for diesel vehicles, ethanol for gasoline vehicles).

5. If you specified any use of reefer body types under the Fleet Characterization section, the **Refrigeration & Heating Unit Fuel Consumption** button will appear. Select this button and provide your best estimate of your reefer fuel use in gallons for each truck class. Diesel, LPG, LNG, CNG, and electric trucks are assumed to use diesel reefers, and gasoline trucks to use gasoline reefers. Enter zero for any truck classes/fuel types that do not utilize reefer units. If you do not know your reefer fuel use at the truck class level you may enter a total value which will be distributed across your truck classes proportional to your vehicle fuel consumption entries. Remember to only include **truck reefer fuel**; do **NOT** include **rail** reefer fuel in the Truck Tool.

NOTE: On the **Electric Vehicle Activity** screen, "fuel inputs" are expressed in kWhrs rather than gallons.

COMPLETING THE FUEL ALLOCATOR WORKSHEET

1. Select the **Allocate Diesel Using Class MPG** button on the **Activity Information** screen.

2. Enter total gallons of diesel for all truck classes.

3. Enter MPG estimates for each truck class.

4. If "Match" appears in blue next to the "Calculated Gallons Used" field, select **OK**.

5. If "No Match" appears in red next to the "Calculated Gallons Used" field, adjust the MPG values as necessary to get a match, and then select **OK**.

COMPLETING THE BIODIESEL BLEND WORKSHEET

If this fleet has used biodiesel, select the **Input Biodiesel** button and specify your biodiesel volumes by blend level in the **Biodiesel Blend Worksheet**.

1. For each of the blends used by your fleet, enter the appropriate number of gallons used.
2. Select **OK.**

ENTERING DATA IN THE PAYLOAD CALCULATOR

1. Enter your average payloads into the Tool for each truck class by selecting the **Payload Calculator** button.
2. Under Step 1 select your activity Allocation Method.
3. Select your Units, from the drop-down.
4. Under Step 2 select the box(es) next to the body types used in this Truck Class. Note that some body type selections may be unavailable based on the body type(s) selected in the **Fleet Description(s)** section of the Tool.
5. For each body type selected, enter the activity associated with this body type.
6. For each body type selected, use the drop-down to select a range, or preferably, enter a precise estimate OR the exact payload if available. Make sure to include any pallet and packaging weight.
7. Validate the screen to determine if there are any errors to correct; if yes, correct the errors and/or
8. Enter comments using the **Add Comment** button to explain your data inputs.
9. Select **OK** to perform a final validation check and return to the **Activity Information** screen.

ENTERING DATA IN THE AVERAGE CAPACITY VOLUME CALCULATOR

For truck classes **8a and 8b** follow these steps:

1. Select the **Volume Calculator** button to open the **Volume Calculator** screen.
2. Under Step 1 select one of the three reporting basis options using the radio check boxes.
3. Under Step 2 enter the requested metrics for the trailers, containers, tankers, bulk carrier, or other trailers used in this truck class.
4. Select **OK** to return to the **Activity Information** Screen.

For truck classes **2b through 7**, follow these steps:

1. Select **Volume Calculator** to open the **Volume Calculator** screen.
2. Under Step 1 select your activity Allocation Method.
3. Select your Units, from the drop-down.
4. Under Step 2 select the box(es) next to the body types used in this Truck Class. Note that some body type selections may be unavailable based on the body type(s) selected in the **Fleet Description(s)** section of the Tool.
5. For each body type selected, enter the activity associated with this body type.
6. For each body type selected, use the drop-down to select the default average volume OR enter the exact volume if available.
7. Validate the screen to determine if there are any errors to correct; if yes, correct the errors and/or enter comments using the **Add Comment** button to explain your data inputs.
8. Select **OK** to perform a final validation check and return to the **Activity Information** screen.

ENTERING AVERAGE USED CARGO VOLUME %

1. If you specified drayage activity under the **Operation Types** screen, and you do not know the cargo volume use in your containers, you may select **Use Industry Average**, in which case the industry average capacity utilization value will be auto-populated for you.
2. Otherwise enter your estimate for average cargo volume use in percent for each truck class.

COMPLETING THE ROAD TYPE / SPEED CATEGORY SECTION

1. For each truck class, select the **Enter Speeds** button to open the ""Road Type/Speed Categories" box.
2. Enter the requested metrics for Highway or Rural Driving and Urban Driving for each of the speeds listed (if applicable). If you only know Highway or Rural driving, you can select the box next to "Populate the urban driving fields with default values" to complete the screen.
3. Select **OK** to return to the **Activity Information** screen.

ENTERING DATA IN THE IDLING HOURS CALCULATOR

1. Select the **Idling Hours Calculator (All Classes)** button to open the **Idle Hours Calculator.**
2. Enter daily long-duration idling hours per truck, daily short-duration idle hours per truck, and average days in service per year for each vehicle class represented in this fleet.

3. Select **OK** to return to the **Activity Information** Screen.

COMPLETING THE PM REDUCTION SCREEN

1. Select the "PM Reduction" box at the top of the screen if your fleet employs particulate matter reduction technologies on pre-2007 engines. If your fleet does not employ such devices you may select **Next** to proceed. Otherwise continue with the following steps.
2. Select the radio button next to a device (DOC, CCV, or PM trap) you have used for your fleet.
3. Enter the number of trucks equipped with the device by engine (not vehicle) model year.
4. If other devices have been used with this fleet, select the radio box(es) next to each device and enter the number of trucks equipped with the device by engine (not vehicle) model year.
5. When done, select **Validate Screen** to make sure you have filled out everything properly on this screen.
6. Select **HOME** to return to the **Home** screen or select **NEXT** to proceed to the next fuel type, or the **Data Sources** screen.

If you have finished entering data for this fuel type, select the tab for the next fuel type and complete the screens as indicated above. Otherwise proceed to the **Data Sources** screen.

COMPLETING THE DATA SOURCES SCREEN

Once you have completed entering the activity data for all fuel types you must proceed to the **Data Sources** screen. You will see four spaces to specify your data sources for total miles driven, gallons of fuel used (including biofuel and reefer), average payload (cargo weight only), and other data sources (including capacity utilization, idle hours, and road type/speed distribution). Select the **?** buttons next to each section for descriptions and examples showing comments types of information and the requisite level of detail you should provide. After completing the four data source sections, if your data sources are the same across all your fleets, select **Apply These Data Sources To All Fleets** to copy the data sources currently on screen to all your other existing fleets. This will overwrite any information you have specified for your other fleets' data sources EXCEPT for fleets where you have checked the box to indicate that data sources are for that fleet only. You may select **Apply These Data Sources To All Fleets** any time you want after making changes on this screen to apply changes to other fleets. If you select the checkbox at the top of the screen to user data sources for this fleet only, this will prevent the information you enter on the data sources screen from being overwritten if you later select **Apply These Data Sources To All Fleets** while entering data for another fleet. For instance, if you have four fleets and you have checked this box for your first fleet bout not the others, when entering data for your second fleet if you select **Apply These Data Sources To All Fleets**, the data sources for your second fleet will be copied to your third and fourth fleets, but your first fleet's data sources will not be updated.

When finished select **Validate Screen** to identify and address potential errors, and then select **Home** to return to the **Home** Screen.

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***Once you've reviewed these sections, you will be ready to submit your Tool to EPA. ***

Next Steps

If you have finished inputing data for all of your fuel types, select **HOME** to return to the HOME screen and follow the instructions to submit your Tool to EPA.

REMEMBER*: *** If additional fuel types are represented in this fleet, you must complete the Engine Model Year & Class and Activity Information screens for each of the fuel types you operate.

SUBMITTING YOUR TOOL TO EPA

1. Select the **Generate A (.Xml) Data File** which will open a new screen.
2. Select the checkbox to indicate you understand the terms of the SmartWay Partnership Agreement once again.
3. When ready, select **NEXT** to create a file with the following naming convention:

Truck_PartnerName_Year_V0.xml[9]

For example, Truck_ABCompany_2018_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.

4. Next specify the folder where you would like to save the .xml file, and a screen will appear.
5. 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 file.
6. Upon selecting **NEXT**, a screen will appear that allows you to close the Truck Carrier Tool or return to the **Home** screen.

- **NOTE**: DO NOT ZIP the .xls and .xml files. Send them to EPA as normal files attached in an e-mail. EPA security will not allow zipped files through the EPA firewall.
- **NOTE**: DO NOT CHANGE THE NAME OF THE XML OR XLS FILES.

Email servers as well as individual email clients may block or designate incoming email as 'junk mail'. To avoid having SmartWay email blocked or designated as junk email you should ask your Management Information System staff who manage your email system to place the 'erg.com' domain name on your email system's safe senders list. This is

[9] If you create the XML file multiple times the file name will increment each time (e.g., Truck_ABCompany_2017_V1.XML for the second iteration, etc.

because SmartWay email is currently generated from this domain name and does not match the EPA.gov domain name used by your Partner Account Manager. In addition, you should add your Partner Account Manager's email address to your contact list.

Please visit https://www.epa.gov/smartway/smartway-truck-carrier-partner-resources for additional resources, including printable data collection worksheets, and technical documentation, for more in depth exploration of each section of the Truck Carrier Tool.

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Step 3 Results and Summary Reports

The **View Your Data Reports** section gives you access to 12 reports to help you understand your data and use it to make better performance decisions. You can access these reports by selecting **View Your Data Reports** at the bottom of the **Home** screen.

The **Year-to-Year Comparison Report** allows you to compare the fleet characteristics, activity values, and performance metrics from your current reporting year with your prior reporting 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, and performing general quality assurance of the inputs use for your current Tool. You can access this report by selecting **Review Your Year-To-Year Performance** at the bottom of the **Home** screen.

The **Feedback** section allows you to provide EPA with general feedback regarding the SmartWay program. This information is optional and is not required to submit your Truck Carrier Tool data to EPA. Selecting the **Give Us Feedback** button under item #5 on the **Home** screen will open this form.

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For more information:

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