



# 2022 SmartWay Air Carrier Partner Tool: Quick Start Guide

**U.S. Version 2.0.21 (Data Year 2021)**

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**U.S. Version 2.0.21  
(Data Year 2021)**

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

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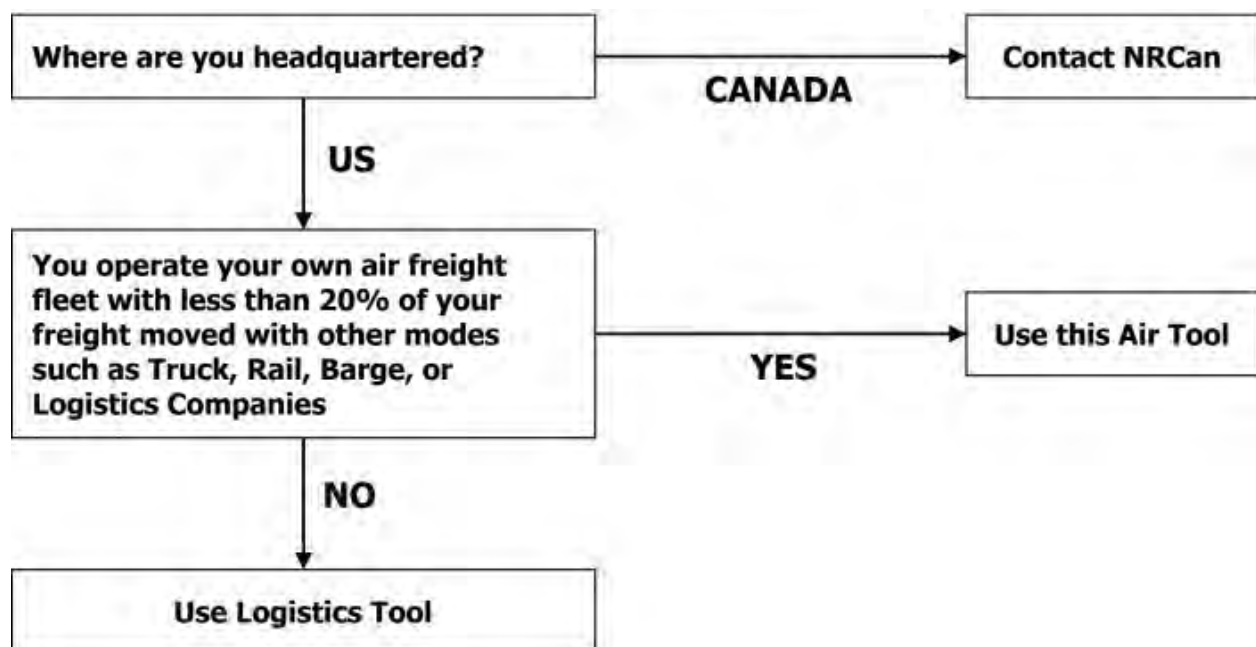
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# Pre-Checklist — Before Getting Started

## WARNING:

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




## IS THIS THE RIGHT SMARTWAY TOOL FOR ME?










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

## 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 and other EPA communications
-  Company contact information
-  Contact details for your Working Contact (see page 19 for definition)


-  Contact details for an Executive, Sustainability and/or Other Contact(s) (Executive cannot be the same as the Working Contact) (see page 19 for definition)
-  Percent 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
-  Aircraft inventory information including aircraft and engine makes/models
-  Aircraft operations data including:
  - Fuel type and consumption levels
  - Miles and ton-miles traveled
  - LTOs and hours of operation
-  Data source descriptions
-  SmartWay ID number (if this is not your first tool submission)

This data should be provided for 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.

## WHAT SOFTWARE & HARDWARE IS REQUIRED FOR COMPLETING THE AIR TOOL?




The Air Tool was designed in Microsoft Excel using forms and Visual Basic for Applications (VBA) macros and code. Completing the Air 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 2013 or later
  - Includes 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 and Excel 2010 if all other requirements are met as well. However, Excel 2007 and Excel 2010 have reached end of support and Microsoft no longer provides technical support, bug fixes, or security fixes. This may affect tool performance.
  - Please download the tool and save it to your desktop or a location on your hard drive if your desktop is in the cloud. The tool will not run if saved to the cloud or certain other locations.

### 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>

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.

## Step 1 Data Collection Requirements

This section will identify data needed for completing the required sections of the Air Tool. **The Air 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 2022 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 2022. 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.

### US/CANADA OPERATIONS SCREEN

The SmartWay Transport Partnership is 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, 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. If unsure about which country to which you should submit, you may contact either national SmartWay Program for assistance. Use the following program links:

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

 Canada: <https://www.nrcan.gc.ca/energy/efficiency/energy-efficiency-transportation-and-alternative-fuels/fuel-efficiency-commercial-transportation/smartway-fuel-efficient-freight-transportation/smartway-partners/join-smartway/21056>

To allow the United States and Canada to accurately determine the impacts of freight operations in each country, the last introductory screen in the Air Tool asks you to indicate the approximate percentage of your total air miles attributable to each country.

### 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.

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.

For example, you may enter:


 ABC Company


 ABC Company, Inc.

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.


## 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**<sup>1</sup> for any questions about your company's participation and Tool submissions

 **An Executive Contact**<sup>2</sup> for participation in awards and recognition events

 **A Sustainability Contact (optional)**<sup>3</sup> 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.).

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<sup>1</sup> 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.)

<sup>2</sup> 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.

<sup>3</sup> The Sustainability Contact may be the same as the Working or Executive Contact, but not the same as any Other Contacts.





**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 Air Tool submission schedule is maintained, in the event that a Working Contact is reassigned, or leaves the company for any reason.

## DATA REQUIREMENTS FOR SECTION 3: CHARACTERIZE YOUR FLEETS

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

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 **Fleet Description(s)** section of the Tool:

-  **Fleet Identification:** 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:** 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 if it is an "internal use only" fleet.




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



## DATA REQUIREMENTS FOR SECTION 4: FLEET DATA

In Section 4 of the Air Tool, you will enter **detailed aircraft inventory and operations data** for each of the fleets you identified and characterized in Section 3.

### AIRCRAFT INVENTORY SCREEN REQUIREMENTS






This screen asks you to provide information for each aircraft or group of aircraft in your fleet. To complete this screen, you will indicate the number of aircraft in your fleet and then you will need to have the following data on hand:

-  aircraft make
-  aircraft model and series
-  engine make and model

-  engine load percent
-  aircraft weight capacity, in pounds (an estimated value based on your selection for make, model, and series may be provided automatically by the Tool)

## AIRCRAFT OPERATIONS SCREEN REQUIREMENTS

This screen asks you to provide operational information for each aircraft or group of aircraft you identified in the Aircraft Inventory screen. To complete this screen, you will need to have the following data on hand for each aircraft or group of aircraft:

-  fuel type
-  total annual fuel usage (and the units the value is supplied in)
-  total annual miles traveled
-  total annual ton-miles
-  total LTOs and hours of operation

## Step 2 Data Entry

### DOWNLOADING THE SMARTWAY AIR TOOL

To download the SmartWay Air Tool, visit: <https://www.epa.gov/smartway/smartway-air-carrier-tools-and-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.

If you need additional assistance with your security settings, download the guidance document labeled "2022 Air Carrier Partner Tool: User Guide 2021 Data Year—United States Version" from <https://www.epa.gov/smartway/smartway-air-carrier-tools-and-resources> and review the screen-by-screen guidance in Part 1: Downloading and Setting Up the Tool.

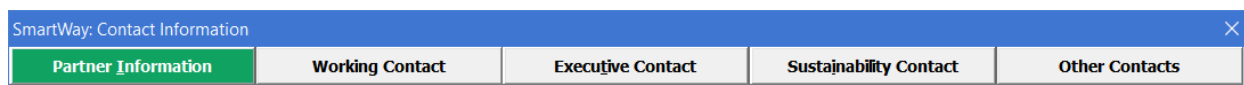
### ENTERING PARTNER NAME

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.**

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:**

| SmartWay: Contact Information |                 |                   |                        |                |
|-------------------------------|-----------------|-------------------|------------------------|----------------|
| Partner Information           | Working Contact | Executive Contact | Sustainability Contact | Other Contacts |

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:

| SmartWay: Contact Information |                 |                   |                        |                |
|-------------------------------|-----------------|-------------------|------------------------|----------------|
| Partner Information           | Working Contact | Executive Contact | Sustainability Contact | Other Contacts |

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.

| SmartWay: Contact Information |                 |                   |                        |                |
|-------------------------------|-----------------|-------------------|------------------------|----------------|
| Partner Information           | Working Contact | Executive Contact | Sustainability Contact | Other Contacts |

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.

|                     |                 |                   |                |
|---------------------|-----------------|-------------------|----------------|
| Partner Information | Working Contact | Executive Contact | Other Contacts |
|---------------------|-----------------|-------------------|----------------|

2. Enter Other Contacts (if applicable) by selecting the [Add New Contact](#) button.

**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.

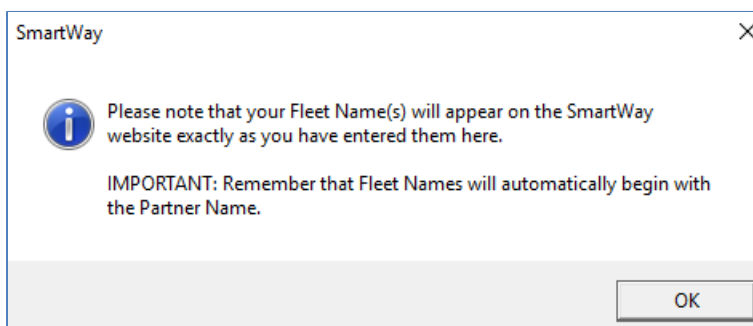
You can add more contacts to the [Other Contacts](#) box by repeating this process. If you wish to edit an existing contact's information, highlight the name you wish to edit and then select the [Edit Selected Contact](#) button. You can remove an existing contact by highlighting the contact and then 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 FLEET IDENTIFICATION 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 simply 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.

## COMPLETING THE FLEET DETAILS SCREEN

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

1. **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.
2. **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.
3. **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.
4. **Total Number of Aircraft:** For each fleet, identify the number aircraft.
5. **Internal Use Only:** For each fleet, check the 'Internal Use Only' checkbox only if this fleet is used exclusively as part of a composite fleet to be submitted by your company in the SmartWay Logistics tool. Checking the box will only allow the "parent" multimodal carrier to see and select this fleet in the Online Logistics Tool. Leaving this box unchecked will allow all users of the Online Logistics Tool to see and select the fleet.

Once you are sure your information is input correctly, you may select the **CREATE FLEET(S)** button at the bottom of the page. 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 **Aircraft Inventory data entry** screen for that fleet.

## COMPLETING THE AIRCRAFT INVENTORY 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. Aircraft Inventory information can be obtained from Bureau of Transportation Statistics (BTS) Form 41,

Schedules B43 and T100. See the Air Tool User Guide or the pop-up directions in the Tool for more information on mapping values to FAA data.

1. Enter the number of aircraft in the "# of Aircraft" column. This reflects 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.
2. 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.
  - If you do not see your specific aircraft/engine combination, please note this in the comment section (by selecting the **Add Comments** button) and then select the aircraft/engine combination that most closely resembles yours.
3. The Air Tool will automatically populate the number of engines associated with an airframe as well as approximations of the weight capacities per aircraft where available. (If no value is provided, use your best estimates). Weight capacity reflects total passenger, luggage, and cargo weight. As airframe configurations can vary significantly, you should revise the weight capacity estimates with information on your specific fleet.
4. 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**.
5. To add more data-entry rows, select the **Add More Rows** button. After selecting this button, you will be prompted to enter the number of rows to add.

You also have the option of importing your data from an external file, as long as the file meets the pre-determined format.<sup>4</sup> To utilize this option:

1. Select the **Import Aircraft Data** button.

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<sup>4</sup> The SmartWay Air Tool is also provided with a "starter" Excel file (Air-Tool-Import-Starter-File.xlsx) which can be exported from the **Import Aircraft** screen. This file contains column headers for the required Air Tool input information in the first row. The next 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.



2. 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.
3. 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 message are shown in the same window below the **Import Status** section of the window, as shown in the figure above.
4. 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. Select the **OK** button to close the windows.

After entering data on screen or importing your data, select the **Aircraft Operations** tab at the top, or simply select the **NEXT** button at the bottom of the screen to proceed.

## COMPLETING THE AIRCRAFT OPERATIONS SCREEN

On this screen enter annual amounts for the aircraft associated with each given aircraft/engine combination defined in the **Aircraft Characteristics** tab. Aircraft Operations information can be obtained from Bureau of Transportation Statistics (BTS) Form 41, Schedules P-5.2 and T100. See the Air Tool User Guide or the pop-up directions in the Tool for more information on mapping values to FAA data.

For each row on the Aircraft Operations screen, 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.

1. Enter the Fuel Type for the row, by selecting the correct fuel type (Aviation Gasoline or Jet Fuel).
2. Provide the total annual fuel usage for the aircraft included in the aircraft type for that row.
3. Identify which units the fuel usage is supplied in (Tons or Gallons) for the row.
4. Provide the total number of miles traveled by all the aircraft included in the aircraft type for that row.
5. 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 of freight moving one mile. See the Air Tool User Guide for more details on how to calculate the ton-miles for the aircraft group.
6. 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.

7. 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.
8. To proceed, select the **Efficiency Utilization** tab at the top, or simply select the **NEXT** button at the bottom of the screen.

## VIEWING THE EFFICIENCY UTILIZATION SCREEN

The **Efficiency Utilization** screen displays a summary of the average payload utilization for each of your aircraft types. The calculated weight utilization values should be less than 100%. If any payload information was left blank, "N/A" will appear for that entry. 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.

## COMPLETING THE DATA SOURCE DESCRIPTION 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, distance 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 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 as summarized above. 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.

Select the **HOME** button to return to the **Home** screen.

## SUBMITTING YOUR TOOL TO EPA

1. Select the **Generate a (.xml) data file** button 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:

Air\_PartnerName\_Year\_V0.xml<sup>5</sup>

---

<sup>5</sup> If you create the XML file multiple times the file name will increment each time (e.g., Air\_ABCCompany\_2021\_V1.XML for the second iteration, etc.)

For example, Air\_ABCompany\_2021\_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:

1. Next specify the folder where you would like to save the .xml file, and a screen will appear.
  2. Follow these instructions for submitting your .xml and .xslm files to SmartWay. Note that the .xml file is approximately 10 times smaller than the .xslm file.
  3. Upon selecting **NEXT**, a screen will appear that allows you to close the Air Tool or return to the **Home** screen.
- **NOTE:** DO NOT ZIP the .xslm 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 XLSM FILES.

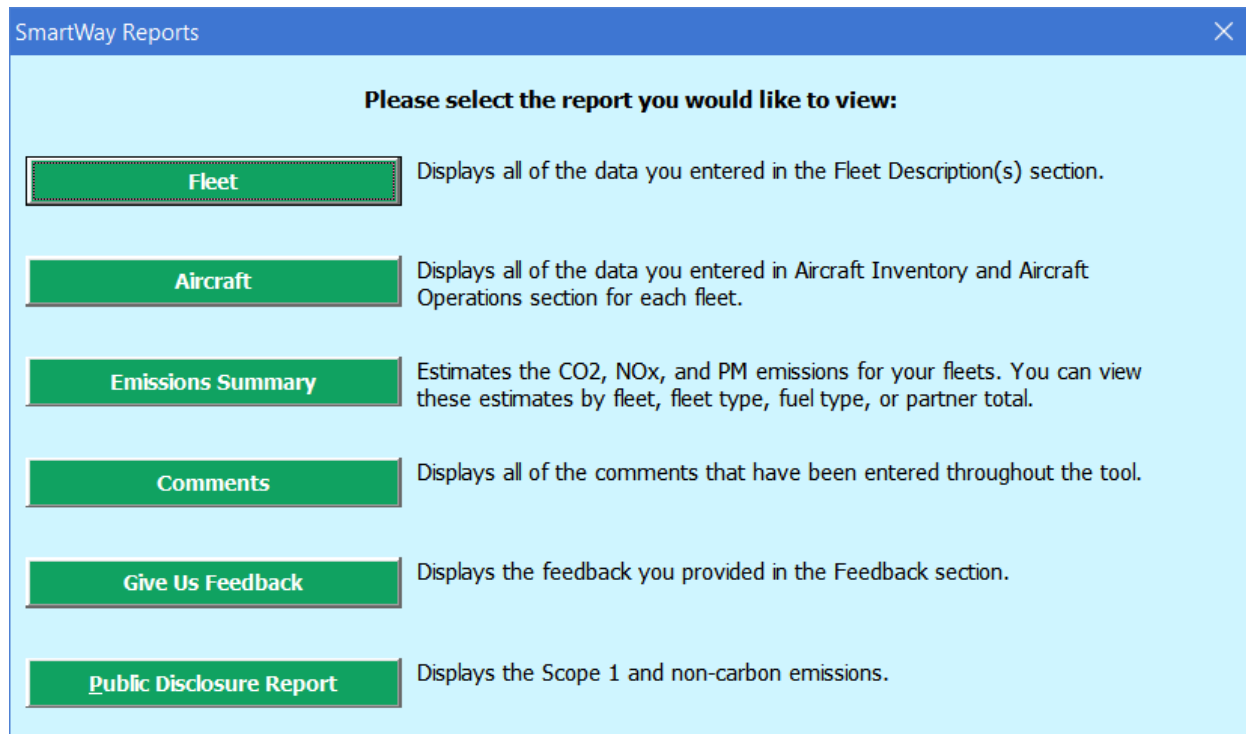
Printable data collection worksheets are provided in the Appendix of this document to help you prepare for data entry.

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 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 because SmartWay email is currently generated from this domain name and does not match the EPA.gov domain name used by your SmartWay 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-air-carrier-tools-and-resources> for additional resources and technical documentation for more in-depth exploration of each section of the Air Tool.

## Step 3 Results and Summary Reports

**View Your Data Reports** section gives you access to six 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.



SmartWay Reports

Please select the report you would like to view:

|                                 |   |
|---------------------------------|---|
| <b>Fleet</b>                    | Displays all of the data you entered in the Fleet Description(s) section.   |
| <b>Aircraft</b>                 | Displays all of the data you entered in Aircraft Inventory and Aircraft Operations section for each fleet.  |
| <b>Emissions Summary</b>        | Estimates the CO <sub>2</sub> , NO <sub>x</sub> , and PM emissions for your fleets. You can view these estimates by fleet, fleet type, fuel type, or partner total. |
| <b>Comments</b>                 | Displays all of the comments that have been entered throughout the tool.  |
| <b>Give Us Feedback</b>         | Displays the feedback you provided in the Feedback section.   |
| <b>Public Disclosure Report</b> | Displays the Scope 1 and non-carbon emissions.  |

The **Feedback** section allows you to provide EPA with 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 [Give us Feedback](#) button under item #5 on the **Home** screen will open this form.



For more information:

U. S. Environmental Protection Agency  
Office of Transportation and Air Quality  
1200 Pennsylvania Ave. NW  
Washington, DC 20460  
(734) 214-4333

[www.epa.gov/transportation-air-pollution-and-climate-change](http://www.epa.gov/transportation-air-pollution-and-climate-change)

U. S. Environmental Protection Agency  
National Vehicle and Fuel Emissions Laboratory  
2565 Plymouth Rd.  
Ann Arbor, MI 48105  
(734) 214-4200

[www.epa.gov/aboutepa/about-national-vehicle-and-fuel-emissions-laboratory-nvfel](http://www.epa.gov/aboutepa/about-national-vehicle-and-fuel-emissions-laboratory-nvfel)