



# 2023 SmartWay Online Logistics Tool

## User Guide

**U.S. Version (1.0) (Data Year 2022)**



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**U.S. Version (1.0)  
(Data Year 2022)**

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

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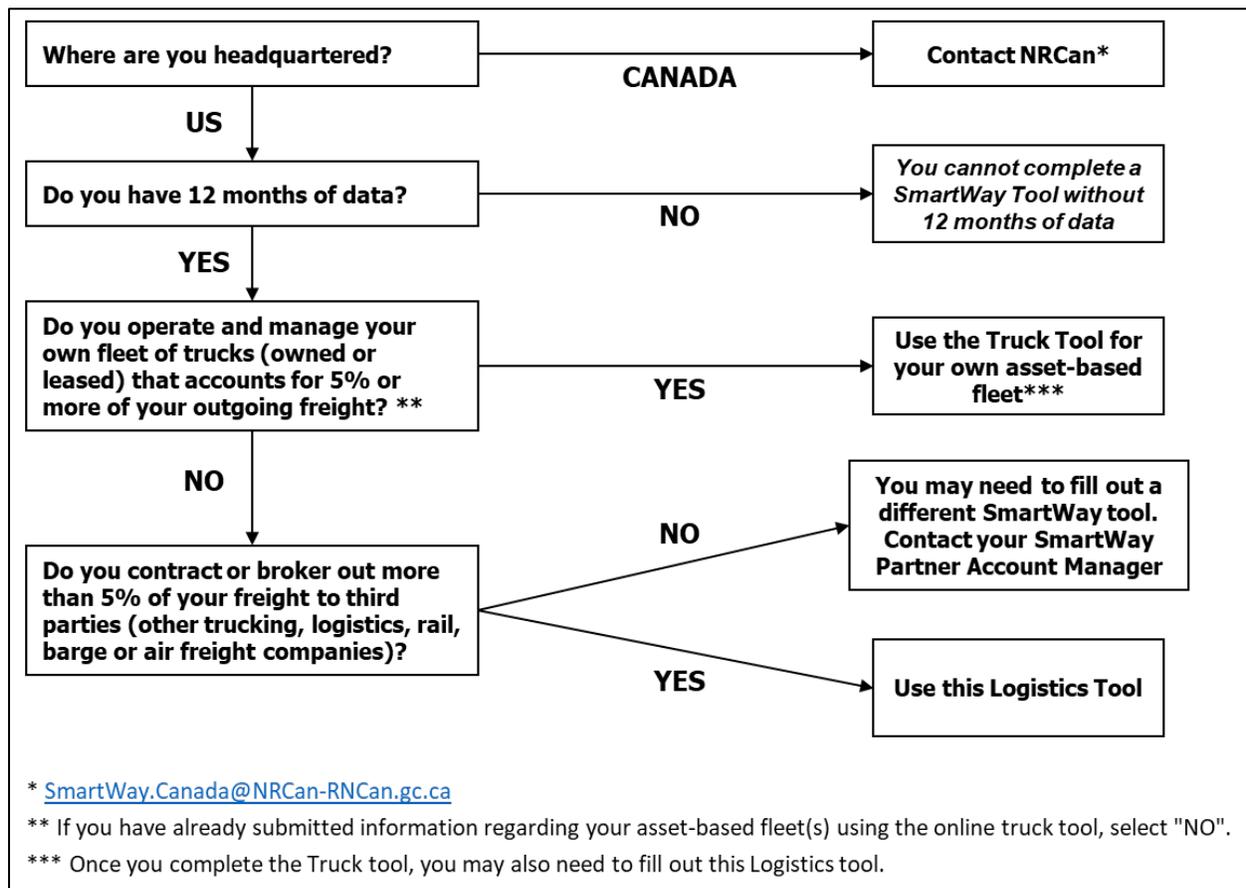
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# Pre-Checklist — Before Getting Started

## WARNING

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

### IS THIS THE RIGHT SMARTWAY TOOL FOR ME?



If you have questions regarding which SmartWay Tool to use, contact your Partner Account Manager (PAM), the SmartWay Transport Partnership at 1-734-214-4767 or email [smartway\\_transport@epa.gov](mailto:smartway_transport@epa.gov).

The following guide describes the SmartWay Online Logistics Tool, which is an online version of the SmartWay Excel Logistics Tool used by logistics partners in prior years. **The Excel tool was discontinued at the end of the 2021 reporting cycle.**

# Introduction

*Note: The SmartWay online tools should not be accessed using Microsoft Internet Explorer. Please use the most recent version of Chrome, Firefox, or Edge to access the application.*

## HOW DO LOGISTICS COMPANIES JOIN THE SMARTWAY TRANSPORT PARTNERSHIP?

Logistics companies join SmartWay by submitting a SmartWay Logistics tool. Logistics companies that submit tools that are approved by SmartWay are known as “SmartWay Logistics Company Partners.”

When a logistics company submits a Logistics tool to SmartWay, 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 SmartWay upon request.

All SmartWay Logistics Partners agree to complete and submit the SmartWay Logistics tool to:

- define company composition,
- characterize company activity,
- individually benchmark business units, and
- track annual changes in performance.

Upon approval of a Logistics tool submission, a logistics company will be identified as SmartWay Logistics Partner on EPA's website, on the SmartWay Partner List, and in a database used to identify companies that meet SmartWay's annual requirements. On-time submission and approval of the tool also qualifies Logistics Partners for use of the SmartWay Logo. The carrier will also receive information on how to access its current SmartWay registration document and other information through the SmartWay Portal.

## HOW DO I JOIN IF MY PARENT COMPANY HAS MULTIPLE BUSINESS UNITS?

Companies that join the SmartWay Partnership should include all of their business units in their submission. If a company wishes to list multiple business units in the Logistics Tool, they should list these business units 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 business unit will appear as a separate entity in the SmartWay Carrier performance ranking.

Individual business units may join as separate partners if the parent company wishes to have them listed individually on the SmartWay website. Each business unit would submit a separate tool.

*SmartWay highly recommends developing your list of business units before beginning your data entry process. Any business unit could be hired directly should be listed as a separate business unit in your Logistics Tool submission. The best strategy is to have a clear idea of how to define your business units before filling out the Tool.*

The following sections describe the information needed and the process for completing the required sections of the Online Logistics Tool (OLT). The OLT **Technical Documentation**<sup>1</sup> explains more about the data sources and calculation methodology used by the tool; this guide focuses on the essentials for completing the tool.

## 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. Newly formed fleets require a minimum of 12 months of operational data.

## REQUIRED DATA

Logistics companies need to gather the following essential information to complete the OLT:

- The official company name to be used on the SmartWay website for public recognition of participation in SmartWay.
- Company contact information.
- Contact details for:
  - your Working Contact
  - your Executive Contact (Executive Contact cannot be the same as the Working Contact)
  - your Sustainability and/or Other Contact(s) – these are optional
- Business unit details including:
  - Standard Carrier Alpha Codes (SCACs)
  - Motor Carrier Numbers (MCNs)
  - US DOT Number
  - National Safety Codes (NSCs – Canadian operations only)
- Business unit type:

---

<sup>1</sup> You can access the OLT Technical Documentation through the SmartWay Partner Portal.

- For-hire
- Private
- Dedicated
- Business unit focus (%):
  - Logistics provider
  - Freight forwarder
  - Freight broker
  - Truck carrier
  - Rail freight broker
- A comprehensive list of all carriers (SmartWay and non-SmartWay) that the business units used to haul freight during the reporting year. The list should include all truck, rail, barge, air, and logistics companies hired by the business unit.
- The activity level for each carrier for the reporting year (miles, ton-miles, and/or payload).

This data should be provided for all of your company's business units. This data reflects the amount of freight carried by each carrier and the distance that freight is carried.

## WHAT IS INCLUDED IN THE SMARTWAY CARRIER PARTNERSHIP AGREEMENT?

To join the SmartWay Transport Partnership as a logistics partner, you must agree to the language on the "Partnership Agreement for Carriers." When you begin working within the online 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 the tool to EPA.

## Partnership Agreement for Carriers

With this annual agreement, your company joins the SmartWay Transport Partnership and commits to:

1. Measure and report to EPA, on an annual basis, the emissions performance of your fleet(s) using EPA's SmartWay Carrier Tool(s). Existing fleets will report the 12 months of data for the prior year ending December 31. Newly formed fleets require a minimum of 12 months of operational data.
2. Have your company's name and performance results posted on the SmartWay websites/databases.
3. Upon EPA's request, agree to submit supporting documentation to EPA for any data used to complete the Tool, and agree to submit to an audit of this data.

In return, EPA commits to:

4. Promote company participation in the Partnership by posting Partner names on the SmartWay websites 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.
5. Provide companies with industry-wide performance benchmark data, as the data becomes available to EPA.
6. Assist Partners in achieving emission and fuel usage reduction goals.

### General Terms

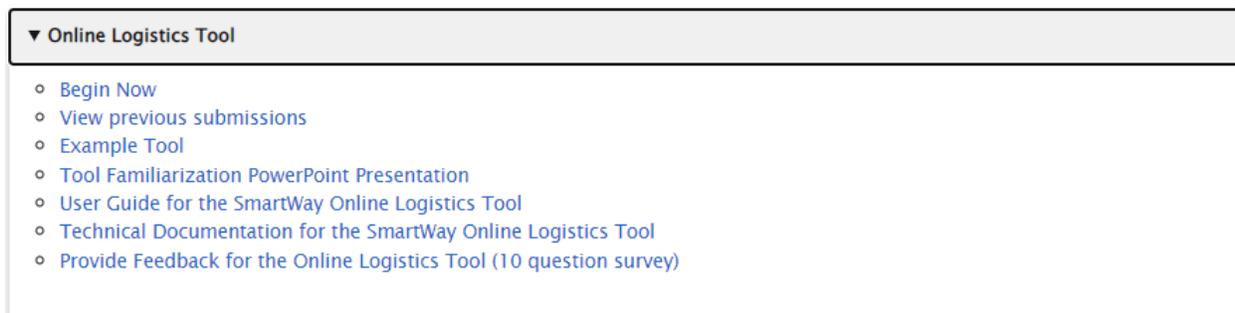
7. Either party can terminate this Agreement at any time without prior notification or penalties or any further obligation.
8. EPA agrees not to comment publicly on the withdrawal of specific partners.
9. EPA reserves the right to suspend or revoke Partner status and terminate this Agreement if the Partner defaults under this Agreement or misuses a SmartWay trademark.
10. The Partner consents to EPA disclosing all information collected in the Tool to the United States Environmental Protection Agency (EPA) and to the contractor responsible for hosting the SmartWay database, for the purposes of administering the SmartWay Program and trademarks only.
11. The Partner understands that this Agreement does not constitute authorization to use the SmartWay trademark, and that such authorization can only be obtained by entering into a separate agreement with the EPA.
12. The Partner agrees that it will not claim or imply that its participation in the SmartWay Transport Partnership constitutes EPA's approval or endorsement of anything other than the Partner's commitment to the program. The Partner will not make statements or imply that EPA, or the United States, endorses the purchase and/or sale of the Partner's products and services or the views of the Partner.
13. The annual submission of this SmartWay Tool constitutes agreement to all terms in this Partnership Agreement.

# Tool Screens and Data Entry

## ACCESS THE TOOL IN THE SMARTWAY PORTAL

The SmartWay Portal is a resource for SmartWay Partners and eligible companies that are interested in partnering with SmartWay. You can access the tool on the **Partnership** tab under the **Online Logistics Tool** option menu. Select "**Begin Now**" to open the tool. The remaining menu items provide resources to help you complete your tool (e.g., access to the Example Tool, User Guide, and Technical Documentation), review previous submissions if applicable, and provide feedback about the tool.

Figure 1. SmartWay Portal Options



## INTRODUCTORY SCREENS

Upon opening the tool, you will see a **Welcome** screen indicating the Partner Name and the current Data Year for reporting.<sup>2</sup> Note the "Data Year" is the year the activity data correspond to, generally one year prior to the current calendar year. The **Welcome** screen is then followed by a series of questions about your company location and operations (including percent of freight brokered out) to ensure you are filling out the correct SmartWay tool. The next screen allows you to review background material to orient you to the tool. The background screens provide information on data gathering, tool help and navigation, and the SmartWay Partner Tool Schedule for the current year. These screens may be skipped if you are already familiar with the tool.

**Note: Your online session will "time-out" after two hours if you do not interact with a page, and data will be lost for that page. You do not have to complete all steps within two hours, but you must refresh or change the page within this time to avoid timing out. Otherwise, you must re-open the tool by accessing the SmartWay Portal.**

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<sup>2</sup> The Welcome screen also includes the OMB Control Number at the bottom right of the screen. OMB numbers are form and information collection numbers assigned by the Office of Management and Budget, authorized under the Paperwork Reduction Act of 1980.

## AUTO POPULATION

As you progress through the tool, you will see "Auto Populate" buttons on various screens. Selecting these buttons allows partners to automatically load information for the initial steps of the tool, including Partner Name and Contact Information, based on the prior year's submittal. The Auto Population option can save time and ensure naming consistency for your contacts and business unit(s) from year to year. Corrections and revisions may be made on the screen if needed. If you prefer to enter your data manually, you may skip this step.

*Note - The SmartWay online tools do not allow users to cut/paste into the data entry fields. Data must be entered manually or through the import/auto populate functions.*

## HOME SCREEN

Data entry for the OLT consists of seven steps, shown on the **Home** screen. Complete the steps in order, using the buttons at the bottom of the successive screens to proceed through the tool. When each step is successfully completed, a checkmark will appear on the **Home** screen.

Figure 2. OLT Home Screen

SmartWay Online Logistics Tool

Home

Please complete the following steps in order. Check boxes on the left indicate successful completion of each step. For more information, select the "Help" button, or select the "Back" button to return to the prior page:

- Step 1: **Partnership Agreement**
- Step 2: Enter Company & Contact Information
- Step 3: Characterize Your Business Unit(s)
- Step 4: Enter Information for your Business Unit(s) (select name to add information)
- Step 5: Review Your Information (reports)
- Step 6: Compare this year's information with last year's submission
- Step 7: Submit Your Information to EPA

Back Close the Tool Help

## STEP 1: PARTNERSHIP AGREEMENT

Select Step 1 on the **Home** screen to display the **Partnership Agreement for SmartWay Carriers**. Review the details of the partnership agreement in the "What Is Included in The SmartWay Carrier Partnership Agreement?" section above. Users must agree to the Partnership Agreement to proceed to the next step.

## STEP 2: COMPANY AND CONTACT INFORMATION

After agreeing to the Partnership terms, select **Step 2** on the **Home** screen to proceed. Existing partners with an approved submission from last year may select the “Auto Populate” button toward the top of the screen to enter the information required for this screen. Otherwise begin by entering your Company Name, the official name that your customers would recognize for your company—in other words, the name someone hiring you would look for.

Specify your company's official Company Name, exactly as you want it to appear on the SmartWay website. For example, you may enter:

- ABC Company
- ABC Company, Ltd.

Your company will be listed ***exactly*** as you enter it, so pay special attention to proper capitalization, abbreviations, annotations, and punctuation.

**Figure 3. Company and Contact Information Screen**

**SmartWay Online Logistics Tool**

**Company and Contact Information**

You can use the 'Auto Populate' button to populate this screen with your company's information from last year's tool. If you bring in last year's data, you must review and verify it. Alternatively you can enter the information yourself.

**Auto Populate**

Start with the Company Information section. It is **very important to fill out your Company Name correctly as this is how it will appear in the SmartWay Partner List**. Next click on the second and third gray bars to complete the Working Contact and Executive Contact information, respectively. You must enter different names and emails for the Working and Executive Contacts before proceeding. You may add additional contacts by selecting the "Add Contact" button at the bottom.

After completing the Company and Contact sections, you may enter additional information by selecting the "Optional Comment" bar if you wish.

When finished select the "Save and Continue" button. Any missing/incorrect data will be flagged for your attention. If all of your entries pass validation you will be taken back to the Home screen. You may return to this screen later and add more contacts or change contact information.

\* Denotes a required field

**Company Information**

Company Name: \*

Address: \*

Address 2:

City: \*

State: \*

Zip Code: \*

Main Phone: \*

Website:

**Working Contact**

**Executive Contact**

**Optional Comment**

[Return to Home Page](#) [Add Contact](#) [Save](#) [Save and Continue](#) [Help](#)

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

If you use the Auto Populate option, please review the Company Name as it appears on the screen, revising as necessary. The tool then asks for:

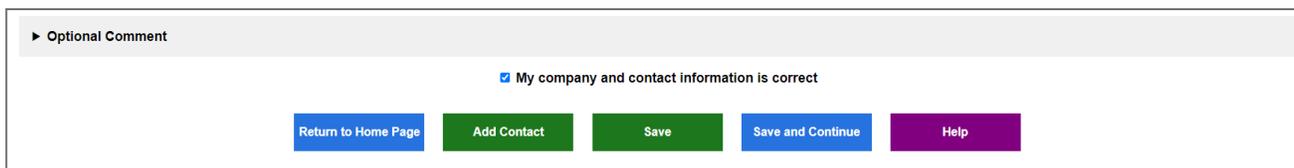
- **Other Company Information** including address, phone number, etc.
- **A Working Contact** for any questions about your company's participation and tool submissions. The **Working Contact** is the individual designated by the Executive Contact to directly interface with SmartWay regarding specific tasks involved in the timely submission of the tool. The Working Contact is responsible for coordinating the assembly of information to complete/update carrier activity 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.
- **An Executive Contact** for participation in recognition events and for authorizing participation in SmartWay. 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.
- **Additional contacts (optional)** which may include alternative Working or Executive contacts, Sustainability contacts, consultants, or others that may be involved with SmartWay (e.g., press/media contact, fleet manager, etc.). Use the "Add Contact" button at the bottom of the screen to enter one or more additional contacts.

**You MUST provide both Working and Executive Contacts, who must be different, with different email addresses, to proceed.** SmartWay recommends developing an internal succession plan to make sure that your tool submission schedule is maintained and the location of SmartWay files are known, if a Working Contact is reassigned, or leaves the company for any reason.

**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, often called the "Trusted Sender" list.**

If you use the Auto Populate option, you still must review the Contact Information and revise your entries as needed. When complete, check the "My company and contact information is correct" box at the bottom of the screen.

**Figure 4. Auto Population Confirmation Box**



► Optional Comment

My company and contact information is correct

Return to Home Page Add Contact Save Save and Continue Help

You must enter all required fields to proceed to the next step. If a required field is left empty, a message will appear asking the user to provide the information.

### STEP 3: CHARACTERIZE YOUR BUSINESS UNIT(S)

After entering your company and contact information, select **Step 3** on the **Home** screen to characterize one or more business units. Most logistics companies will only need to create one business unit.

If you have multiple business units that can be hired by customers individually, you should create multiple business unit records in the Tool and characterize their operations individually. You should not include internal company fleet definitions or designations—only separate business units as they would be identified and hired by your customers.

#### Name Your Business Unit(s)

The **Name your Business Unit(s)** screen allows you to “Auto Populate” your business unit identification information using the data from your approved tool submission last year (**Option 1**) or specify the number of business units you wish to characterize (**Option 2**).

Figure 5. Name Your Business Unit(s) Screen

The screenshot shows the 'Name your Business Unit(s)' screen in the SmartWay Online Logistics Tool. The page title is 'SmartWay Online Logistics Tool' and the sub-header is 'Name your Business Unit(s)'. The SmartWay Transport Partnership logo is in the top right corner. The main text reads: 'The first step in Business Unit Characterization is to name your business unit(s). There are two ways to get started. REMEMBER! Your customers will search for you in their SmartWay tools by your Business Unit name, so make sure it is correct. Only create business units that match how your customers can hire you. DO NOT create separate business units simply to match internal divisions that customers cannot choose to hire.' Below this, there are two options: 'Option 1: If you have an approved submission from last year, you can use the Auto Populate function to load your business unit(s) into this tool, after which you can add, modify, or delete this information. If you do bring in last year's data, you must review it and verify it.' This option has a green 'Auto Populate' button. 'Option 2: Enter the number of business unit(s) you have and then select the Continue button, which will then let you characterize your business unit(s).' This option has a text input field for 'How many distinct business units do you have?' and a green 'Continue' button. At the bottom right, there is a blue 'Return to Home Page' button.

After selecting Option 1 or Option 2, you will need to name your business unit(s), beginning with your Company Name followed by the specific business unit identifier(s). You may leave the Business Unit Identifier field blank if you only have one business unit.

Figure 6. Company Name and Identifier Entry

Company Name*		
Example BU		
	Business Unit Identifier(s) ?	Business Unit Name
<input type="checkbox"/> Business Unit 1:*	Line Haul	Example BU: Line Haul
<input type="checkbox"/> Business Unit 2:*	Last Mile	Example BU: Last Mile
<b>Add Another Business Unit</b> <b>Delete Business Unit(s)</b>		
▶ <b>Optional Comment</b>		

**Note:** If you selected the Auto Populate option for this section, you **MUST** still review the Company Name and Identifier and revise your entries as needed.

### Business Unit Characterization

Enter your business unit characterization information on the next screen. First enter at least one business unit identifier (SCAC, MCN, DOT number, or NSC). If you have a business unit with multiple SCACs, enter all of them into the SCAC field, separating them with commas. Fill out as many fleet identification fields as possible. Double-check your entries as your customers use this information to find your fleets.

Next, select the business unit service type using the dropdown menu. For either private company operations or dedicated contract service:

- Select "Private" if the business unit is primarily hauling for the parent company (however occasional backhauls are allowable in this designation)
- Select "Dedicated" if the business unit is primarily reserved for one customer (however occasional backhauls are allowable in this designation)

Otherwise, select "For-Hire."

Complete the screen by entering the percentage of the business unit's total activity associated with the different business focus categories. Percentages must add to 100.

Figure 7. Business Unit Characterization

**SmartWay Online Logistics Tool**

**Business Unit Characterization: Example BU: Line Haul**

Please fill out this page and then press the 'Save and Continue' button. Fill out as many business unit identification fields as possible for each of your business units. Double check your entries as your customers use this information to find your business units.

\* Denotes a required field

**Business Unit Identifier(s)\***

SCAC

MCN

DOT

NSC

**Business Unit Type\***

Select the service type of the business unit. For either private company operations or dedicated contract service - Select "Private" if the business unit is primarily hauling for the parent company (however occasional backhauls are allowable in this designation) - Select "Dedicated" if the business unit is primarily reserved for one customer (however occasional backhauls are allowable in this designation) Otherwise, select "For-Hire."

**Business Focus (%)\***

Characterize your business unit by specifying the percentage of total activity by Business Focus category. Select the "+" buttons above each category type for specific definitions.

Logistics Provider	Freight Forwarder	Freight Broker	Truck Carrier	Rail Freight Broker	Total
<input type="text" value="0"/>	<input type="text" value="50"/>	<input type="text" value="0"/>	<input type="text" value="50"/>	<input type="text" value="0"/>	<input type="text" value="100"/>

## STEP 4: ENTER BUSINESS UNIT INFORMATION

Next select the business unit name under **Step 4** on the **Home** screen to enter detailed activity data for each of the business units you identified.

### Select Carriers Screen

The first step in characterizing your business unit is to identify and select your carriers using one or more of the following options. These options are not mutually exclusive. For example, you can start by using the **Auto Populate Carriers** option to load the carriers from your approved submission from last year. Then you can modify this list of carriers using one or both of the **View and Manually Select Carriers** options, allowing you to remove and/or add carriers. You can then **Export** your list of selected carriers, merge in the activity data for each using Excel, and then **Import** the updated file back into the tool.

Figure 8. Select Carriers Screen

**SmartWay Online Logistics Tool**

**Select Carriers: Example BU: Line Haul**

Select one or more of the links below to identify and select the carriers you used to move your freight in the current reporting period. These options are not mutually exclusive. For example, you can start by selecting 'Auto Populate Carriers' to load the carriers from your approved submission from last year. You can then modify this list of carriers using one or both of the 'View and Manually Select Carriers' options, allowing you to remove and/or add carriers. You can also Export your list of selected carriers, merge in the activity data for each carrier using Excel, and then Import the updated file back into the tool.

When you are finished selecting your carriers, select the 'Enter Activity' button to proceed to the next step.

**As you proceed through the steps below, make sure to address the following issues:**

- You must select at least one SmartWay Carrier.
- You do not currently have any Non-SmartWay carriers in your list of carriers. If you do not use Non-SmartWay carriers, select the 'View and Manually Select Carrier Modes/Categories' link and check the 'I do not use Non-SmartWay Carriers' box to confirm this. If you do use Non-SmartWay carriers, select the 'View and Manually Select Carrier Modes/Categories' link to add them to your lists of carriers.

- Auto Populate Carriers** - Use this option to load the carriers from your approved tool submission from last year. After you have brought in these carriers, you can send a reminder email to those SmartWay carriers who haven't submitted their data for the current year.
- Import Carriers** - Use this option to import your carriers from an Excel file. You can include each carrier's activity data. After you have imported your carriers, you can send a reminder email to those SmartWay carriers who haven't submitted their data for the current year.  
**NOTE: The format of the Excel file used in this tool is not the same format that is used in the SmartWay Excel Logistics Tool. The new format is described in the User Guide.**
- View and Manually Select SmartWay Carriers** - Use this option to identify and select your carriers from the current list of SmartWay partners. If you have a small number of carriers (e.g. 50 or less), this option might be your preferred approach. If you used the Auto Populate function, you can use this option to add and remove SmartWay carriers.
- View and Manually Select Non-SmartWay Carrier Modes/Categories** - Use this option to select your Non-SmartWay carriers (e.g. Non-SmartWay Truckload/Dry Van, Non-SmartWay Logistics). If you used the Auto Populate function, you can use this option to add and remove Non-SmartWay carriers. If you do not use any Non-SmartWay Carriers you must still select this option to confirm that you do not use Non-SmartWay carriers.
- Export Carriers** - Use this option to export your current list of carriers or the entire set of SmartWay Carriers and Non-SmartWay Carrier Modes/Categories into an Excel file. You can then modify the file to edit your carrier list and activity data for importing back into the tool.

[Return to Home Page](#) [Go to Activity](#) [Help](#)

### Auto Populate Carriers Screen

The table shown on this screen lists the SmartWay Carriers and non-SmartWay Carrier Type(s) from your approved logistics tool submission from last year (if available). You can scroll through the list or filter to view subset categories. Take special note of each carrier's "Status":

1. Carriers with a "Current" status have submitted their fleet information for the current reporting year and are approved by SmartWay.
2. Carriers with a status of 'Pending' have submitted their information but have not been approved by SmartWay and will be classified as non-SmartWay carriers if you finalize your imported carriers before their submission is approved. If some of your major carriers are "Pending", do not finalize your carriers at this time, but check back later regarding their status. The Partner status will be automatically updated when you return to this screen to finalize your carriers.
3. Carriers who have a status of 'Didn't Report' will be categorized as non-SmartWay carriers when you finalize your imported carriers. You can contact these carriers directly, or request SmartWay to send

an email asking them to submit their current year data by using the 'Contact Non-Submitting Carriers' button below.

4. Carriers who have a status of 'Selection Needed' have submitted current year data to SmartWay, but the carrier has multiple fleets from which you can select. These carriers will be categorized as non-SmartWay Carriers if you finalize your list without specifying which fleet they are.

Please review this list to create your CURRENT year Carrier List. You can remove specific carriers or non-SmartWay Carrier Types you no longer use by checking the Delete Carrier box in the left-hand column and then selecting the Delete Carriers button at the bottom of the screen. When finished select the "Finalize your carriers" box at the bottom left to reassign all carriers without a "Current" status to the non-SmartWay Carrier Types list.

**Figure 9. Auto Populate Carriers Screen**

**Auto Populate Results: Example BU: Line Haul**

The following table lists the SmartWay Carriers and Non-SmartWay Carrier Type(s) from your approved logistics tool submission from last year. Please review this list to create your CURRENT year Carrier List. You can scroll through the list or filter to view selected categories.

Please take special note of each carrier's status:

- Carriers with a 'Current' status have submitted their fleet information for the current reporting year and are approved by SmartWay.
- Carriers with a status of 'Pending' have submitted their information but have not been approved by SmartWay and will be classified as Non-SmartWay carriers if you finalize your carriers before their submission is approved.
- Carriers who have a status of 'Didn't Report' will be categorized as Non-SmartWay carriers when you finalize your carriers. You can send an email to these carriers asking them to submit their current year data by using the 'Contact Non-Submitting Carriers' button below.
- Carriers who have a status of 'Selection Needed' have submitted their current year data to SmartWay, but the carrier has multiple fleets from which you may select. These carriers will be categorized as Non-SmartWay Carriers if you finalize your list without specifying which fleet they are.

**Carrier Counts:** Current = 28 | Pending = 0 | Didn't Report = 2 | Selection Needed = 1

You can remove specific carriers or non-SmartWay Carrier Types you no longer use by checking the 'Delete Carrier' box in the left hand column and then selecting the 'Delete Carriers' button at the bottom of the screen. You may select multiple checkboxes at a time, but they must be visible for the carrier to be deleted.

**Auto Populate Results**

SHOW | 11 | entities

Delete Carrier	Status	Carrier Name	Mode - SmartWay Category	SCAC	MCN	DOT	NSC
<input type="checkbox"/>	Current	All Freight Carriers DEA APC Transport	Truck - Flatbed	AFCH	827904	2405973	
<input type="checkbox"/>	Current	Juba Express Inc.	Truck - TL/Dry Van	ARKY	827873	3710817	
<input type="checkbox"/>	Current	ADL Transportation Group, Inc.	Truck - Mixed	AJSGH	844829	1764746	
<input type="checkbox"/>	Current	Calex RGS, Inc.	Truck - TL/Dry Van	CLXE	139112	830978	
<input type="checkbox"/>	Current	Carolina Tank Lines, Inc. Carolina Tank Lines, Inc.	Truck - Refrigerated	CTAQ, CTAV	165607	226571	
<input type="checkbox"/>	Current	Core Trans LLC	Truck - TL/Dry Van	COTN	808663	1064001	
<input type="checkbox"/>	Current	Crane Transport Inc.	Truck - TL/Dry Van	CRNB	399596	919149	
<input type="checkbox"/>	Current	Daybreak Express, Inc.	Truck - Mixed	DBKE	166214	208155	
<input type="checkbox"/>	Current	Dedicated Systems Inc.	Truck - TL/Dry Van	DSSIV	351350	738746	
<input type="checkbox"/>	Current	Dutch Mail Logistics	Truck - Refrigerated	DUTM	145235	161246	

Showing 1 to 10 of 31 entries

PREVIOUS | 1 | 2 | 3 | 4 | NEXT

Finalize your carriers. This will remove any carriers who do not have a Status of 'Current'. You will need to create one or more Non-SmartWay Carrier Type entries to account for the activity of these fleets. This cannot be undone so make sure you are through finding and contacting your carriers. For more information, please select the 'Help' button.

## Selection Needed Screen

For Auto Populated carriers with a status of "Selection Needed", partners can use the "Find My Carrier" link to select which of the current year approved fleets is the one used. Once identified, check the appropriate "This is the carrier box" on the right and select Save and Continue to proceed.

**Figure 10. Selection Needed Screen**

**SmartWay Online Logistics Tool**

**Selection Needed: Example BU: Line Haul**

The carrier you used last year has multiple approved carriers for the current reporting year, but none of them match your previously used carrier's name or SCAC. Please select which carrier you used in the current reporting period and then select the Save and Continue button. If none of the carriers below are the one you used this year, select the Back button and use the "View and Select SmartWay Carriers" function on the Select Carriers screen.

Show: 10 entries

This is the carrier	Carrier Name	Mode - SmartWay Category	SCAC	Carrier Address
<input type="checkbox"/>	Estes Express Lines - East	Truck - Mixed	EXLA	3901 West Broad Street Richmond VA 23230
<input type="checkbox"/>	Estes Express Lines - West	Truck - Mixed	DDT	3101 West Broad Street Richmond VA 23230

Showing 1 to 2 of 2 entries

Previous 1 Next

[Return to Home Page](#) [Back](#) [Save and Continue](#) [Help](#)

## Contact Non-Reporting Carriers Screen

**Figure 11. Contact Non-Reporting Carriers Screen**

**SmartWay Online Logistics Tool**

**Contact Non-Submitting Carriers: Example BU: Line Haul**

You have 2 carrier(s) who have not submitted data to SmartWay for the current reporting year. Select the "Send Email(s)" button below to email the SmartWay partners' current Working Contacts, asking them to submit their data.

The email that will be sent is shown below. The -FIRST\_NAME- field will be replaced with the first name of the current Working Contact, and the -PAM- fields will be replaced with the partner's current Partner Account Manager information. This email cannot be edited. The email will be sent from the smartway\_transport@epa.gov email account.

**You can only use this function once. Before selecting the "Send Email(s)" button, make sure to delete any carriers on the previous screen that you do not want to contact before sending the email. These are the carriers who have a Status of "Didn't Report".**

**To:** working.contact@partner.com

**Subject:** Your customer, Example BU Line Haul, requests that you submit current year data to SmartWay

Dear -FIRST\_NAME-

Your customer, Example BU Line Haul, requests that you submit your annual environmental emissions data to the U.S. EPA SmartWay program. Submitting your data allows Example BU Line Haul to calculate their own environmental footprint, which is needed for a variety of environmental and sustainability reporting purposes. If you have any questions on how to submit your information to SmartWay, please contact your SmartWay Partner Account Manager: -PAM-, at -PAM\_PHONE- or -PAM\_EMAIL-.

Thank you!

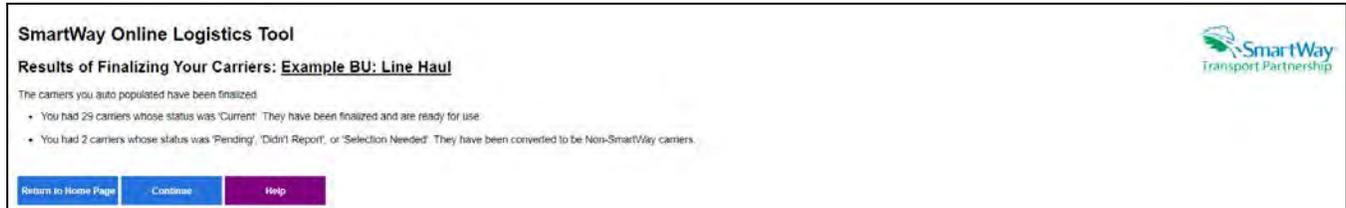
SmartWay and Example BU Line Haul

[Return to Home Page](#) [Back](#) [Send Email\(s\)](#) [Help](#)

Users may also send standardized emails to encourage SmartWay carriers with a "Didn't Report" status (i.e., with tools that have not been received for the current data year) to complete their tools and submit their data. Users will be able to view the email in read-only form. The email will be sent to all carriers on the "Didn't Report" list that can be identified as SmartWay partners. Emails will be sent to the Working Contact on record if they have a valid email address. If there is an Executive Contact with a valid email address they will be cc'd on the email. Emails cannot be edited and can only be sent once.

## Finalize Auto Populated Carriers Screen

Figure 12. Finalize Auto Populated Carriers Screen



This screen summarizes the final status of each of your auto populated carriers, as well as a listing of actions taken by the tool.

## Import Carriers Screen

Business units that use a large number of carriers (e.g., greater than 100) during the reporting year may prefer to prepare their carrier activity data using an offline application such as Excel, incorporating data outputs from their own freight management software or related data systems. Users may import an XLSX file containing carrier data using the Import File button on the Import Carriers screen. The import file may be produced by:

1. Exporting carrier data from last year's Excel tool<sup>3</sup>
2. Selecting Auto Populate and/or Manually Selecting Carriers then using the tool's Export function, or
3. Exporting carrier data from an in-house application.

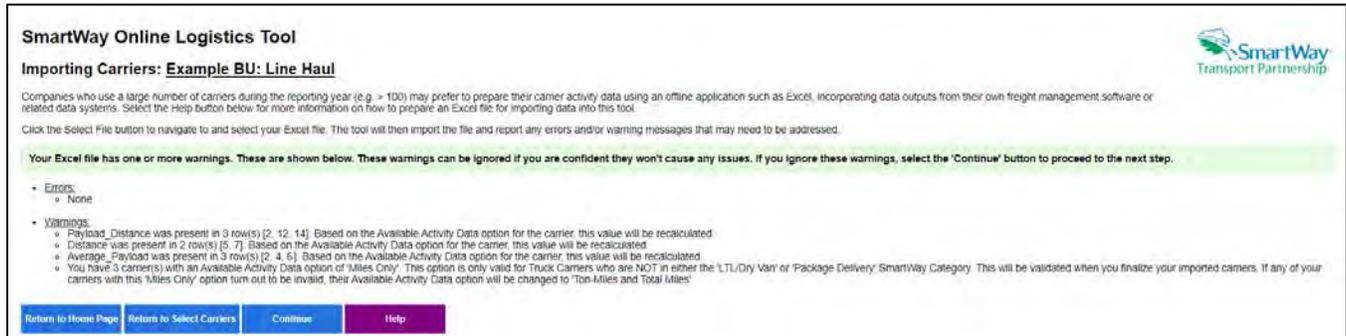
Details regarding the required import file data fields and format are presented in Appendix A.

Once the file is ready, select the Import File button to navigate to and select your Excel file. The tool will then import the file, validate activity data, and report any errors and/or warning messages that may need to be addressed. The Excel file to import should only have one worksheet as the tool will attempt to import and validate all sheets, including blank ones, which may result in an error message if your file includes worksheets with no data.

---

<sup>3</sup>If the file to be imported was created from last year's Excel tool, it will need to be modified to match the new format described in Appendix A.

Figure 13. Importing Carriers Screen



Validation messages will be presented in groups, with the message showing all rows that have the same error/warning. If errors are found, they must first be fixed in the Excel file and then be imported. Warning messages may be addressed by making changes to the Excel file or by proceeding and editing data fields on later screens. Common errors/warnings include:

- Carrier name is missing (required field)
- Invalid data/value from a list (e.g., a specified carrier mode must be valid)
- Data field exceeds maximum length
- Data contains non-numeric characters: ton-miles, miles, payload, non-SW carrier count
- Invalid fleet identifiers are valid (e.g., SCAC must be 2-4 alpha characters)
- Invalid SmartWay Category selecting "Miles Only" option
- Non-SmartWay carrier count entered for SmartWay row/carrier

## Import Results Screen

Figure 14. Import Results Screen

**Import Results: Example BU: Line Haul**

The following table displays the SmartWay Carriers and Non-SmartWay Carrier Type(s) from the file you just imported. To review these results, you can scroll through the list or use the filters in the first row. Select the 'Help' button at the bottom of the page if you have any questions about how to use the filters.

Please take special note of each carrier's status:

- Carriers with a 'Current' status have submitted their fleet information for the current reporting year and are approved by SmartWay.
- Carriers with a status of 'Pending' have submitted their information but have not been approved by SmartWay and will be classified as Non-SmartWay carriers if you finalize your carriers before their submission is approved.
- Carriers who have a status of 'Didn't Report' will be categorized as Non-SmartWay carriers when you finalize your carriers. You can send an email to these carriers asking them to submit their current year data by using the 'Contact Non-Submitting Carriers' button below.
- Carriers who have a status of 'Not Found' were not located in the SmartWay database. If you believe they are a current SmartWay carrier, select the 'FIND CARRIER' link next to their name and you can search for them. If you find them, their Status will be updated. If you don't find them they will be dropped from your list when you 'Finalize Carriers' and you will need to account for their activity by adding them as Non-SmartWay carriers.

**Carrier Counts:** Current = 26 | Pending = 0 | Didn't Report = 7 | Not Found = 3

You can remove any carriers accidentally imported by checking the box in the Delete Carrier(s) column and selecting the 'Delete Carrier(s)' button. You may select multiple checkboxes at a time, but they must be visible for the carrier to be deleted.

**Import Results**

Show 10 entries

Delete Carrier(s)	Status	Carrier Name (From Excel File)	Carrier Name (From SmartWay)	Mode - SmartWay Category	SCAC	MCN	DOT	NSC
<input type="checkbox"/>	Current	1579901 Ontario Inc. ASL Global Logistics	1579901 Ontario Inc. ASL Global Logistics	Truck - Mixed	AOBM	46977	1154243	148064145
<input type="checkbox"/>	Current	AAA Copper Transportation	AAA Copper Transportation	Truck - LTL/Dry Van	AACT	88898	992781	
<input type="checkbox"/>	Current	ACE Forwarding, Inc.	ACE Forwarding, Inc.	Truck - Mixed	APWD	307158	659311	
<input type="checkbox"/>	Didn't Report	AM Trans Expedite	AM Trans Expedite	Truck - LTL/Dry Van	AMMR	495533	1728448	
<input type="checkbox"/>	Current	Averit Express	Averit Express	Truck - Mixed	AVRT	321809	936888	
<input type="checkbox"/>	Current	Averit Express	Averit Express	Truck - Mixed	AVRT	121650	836054	
<input type="checkbox"/>	Current	Blue Streak Courier Service Inc.	Blue Streak Courier Service Inc.	Truck - Mixed	BKGG	190454	867957	7323
<input type="checkbox"/>	Current	Boh Express, LLC	Boh Express, LLC	Truck - Mixed	EXPE	405874	852507	
<input type="checkbox"/>	Didn't Report	Bridger Transportation LLC	Bridger Transportation LLC	Logistics - General	BTLB	590267		
<input type="checkbox"/>	Current	Combined Transport, Inc. Blackwell Consolidation, Combined Transport, Inc.	Combined Transport, Inc. Blackwell Consolidation, Combined Transport, Inc.	Truck - Flatbed	CMDB	162144	194077	

Showing 1 to 10 of 35 entries

Previous: 1 2 3 4 Next

**Finalize your carriers. This will remove any carriers who do not have a Status of 'Current'. You will need to create one or more Non-SmartWay Carrier Type entries to account for the activity of these fleets. This cannot be undone so make sure you are through finding and contacting your carriers. For more information, please select the 'Help' button.**

The Import Results screen lists all carriers included in the imported Excel file, along with the submittal status for each. You can remove carriers from the list by checking the Delete Carrier(s) box and then selecting the "Delete Carrier(s)" button at the bottom of the screen. Carrier status types include:

- "Current" carriers have an approved SmartWay tool submittal for the current Data Year.
- "Pending" carriers are SmartWay partners that have submitted their data for this reporting year, which is currently under review by SmartWay.
- "Didn't Report" carriers are SmartWay partners but have not submitted their data for the current reporting year.
- "Not Found" carriers could not be matched to the list of current SmartWay partners based on the information provided.

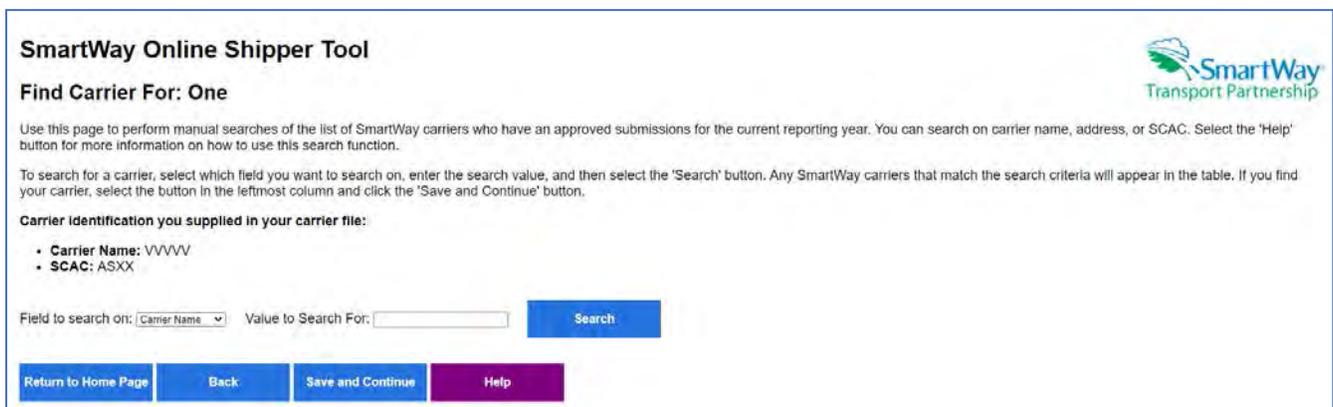
You can email carriers with a status of "Didn't Report" to encourage them to submit their data for the current year by selecting the "Contact non-submitting carriers" button. You can also search the SmartWay partner listing for carriers with a "Not Found" status by selecting the "FIND CARRIER" link. After searching for "NOT FOUND" carriers check the "Finalize your carriers" box and the "Finalize Carriers" button to proceed. Carriers

that remain "NOT FOUND", even after additional searches, will be dropped from your list, and must be added to the non-SmartWay Category list manually.

### Find Carrier Screen

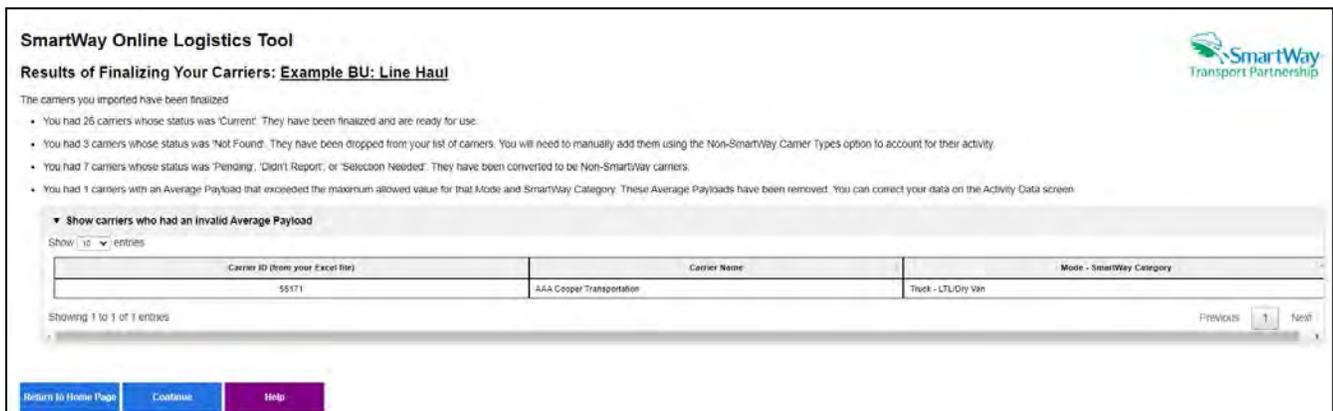
For imported carriers that were "Not Found" on the list of current SmartWay Carriers, partners can use the "Find My Carrier" function to search for a match. You may search on multiple fields (Carrier Name, SCAC, or carrier address). If the correct carrier is listed in the search results, select the "This is the carrier" button, then select Save and Continue and the selection will be added to your carrier list with a status of "Current".

**Figure 15. Find Carrier Screen**



### Finalize Imported Carriers Screen

**Figure 16. Finalize Imported Carriers Screen**



This screen summarizes the final status of each of your carriers, as well as a listing of invalid data entries and actions taken by the tool.

The tool aggregates rows by unique carrier/Available Activity Data combinations.<sup>4</sup> Any carriers that were not already identified as non-SmartWay carriers and that have a status of "Pending" or "Didn't Report" are assumed to be non-SmartWay carriers and will be assigned to the partner's SmartWay Category/Mode from last year. If these carriers have a mode and an Available Activity Data combination that has already been specified, the carrier will be merged with the existing non-SmartWay Carrier Types, with their miles and ton-miles added to the existing values, payload reweighted based on the Available Activity Data option, and the number of non-SmartWay carriers increased by one.

## View and Manually Select SmartWay Carriers Screen

**Figure 17. View and Manually Select SmartWay Carriers Screen**

**SmartWay Online Logistics Tool**

**View and Manually Select SmartWay Carriers: Example BU: Line Haul**

The SmartWay partners on your list of current carriers are displayed below. If you would like to add one or more SmartWay Carriers, select the 'Add Carriers to my list' button. If there is a carrier in your list that you want to remove, check the box in the left hand column and select the 'Delete Carrier(s)' button. You may select multiple checkboxes at a time, but the checkbox must be visible on the screen for the carrier to be deleted.

**Your SmartWay Carriers (24)**

Show 10 entries



Delete Carrier	Carrier Name	Mode - SmartWay Category	SCAC	MCN	DOT	NSC
<input type="checkbox"/>	1579601 Ontario Inc. ASL Global Logistics	Truck - Mixed	AGBM	46877	1194243	168064145
<input type="checkbox"/>	AAA Coopers Transportation	Truck - LTL/Dry Van	AACT	55589	692261	
<input type="checkbox"/>	ACE Forwarding, Inc.	Truck - Mixed	APWD	507156	669111	
<input type="checkbox"/>	Averitt Express	Truck - Mixed	AVRT	121809	036654	
<input type="checkbox"/>	Averitt Express	Truck - Mixed	AVRT	121806	038064	
<input type="checkbox"/>	Blue Streak Courier Service Inc.	Truck - Mixed	BKCG	199454	867957	7323
<input type="checkbox"/>	Bull Express, LLC	Truck - Mixed	BXPE	469074	852587	
<input type="checkbox"/>	Combes Transport, Inc. Blackwell Constellation, Combest Transport Inc.	Truck - Flatbed	CMBQ	152144	194077	
<input type="checkbox"/>	Cottlane/Port Group, Inc. Intermodal	Truck - Dray	CPGP	152125	232734	
<input type="checkbox"/>	Estes Forwarding Worldwide, LLC. EPW	Logistics - General	EPWV, EP30, EPWE, EFTL	601902	2352256	

Showing 1 to 10 of 24 entries

Previous 1 2 3 Next

Add Carrier(s) to my list
Delete Carrier(s)
Return to Home Page
Return to Select Carriers
Help

Use this page to view, filter and delete SmartWay carriers from your list as needed. You can specify one or more filters on the second row of the table. Select the Add Carrier(s) to My List button at the bottom of the screen to search for and select additional SmartWay carriers. If you wish to delete a carrier from your list, check the Delete Carrier box then click the Delete Carrier(s) button below, making sure the carrier to be deleted is visible on the current screen.

<sup>4</sup> The tool will sum the entries for Ton-miles and Miles and calculate weighted average payload for identical carriers (same Carrier ID/exact Carrier Name and same Available Activity Data option).

## Add SmartWay Carriers Screen

Use this page to find and select SmartWay Partners using the filters and sort arrows in the column headers to narrow your search as needed. Check the Add Carrier box to the left to select specific carriers. When finished click the Add Carrier(s) to My List button to see your carriers.

**Figure 18. Add SmartWay Carriers to My List Screen**

**SmartWay Online Logistics Tool**  
**Add Carrier(s) to my list: Example BU: Line Haul**

This page allows you to find and select carriers you use that are currently SmartWay Partners.

Find use the filters and sorting arrows in the column headers below to narrow your search as needed. You may apply filters to multiple columns to quickly find your carriers. Once found, check the 'Add Carrier' box for that carrier and select the 'Add Carrier(s) to my list' button. You may check multiple carriers at a time before selecting the 'Add Carrier(s) to my list' button, but the Add Carrier checkbox must be visible when the button is pushed.

**Available SmartWay Carriers:**  
 Show 10 entries

Add Carrier	Carrier Name	Mode - SmartWay Category	SCAC	MCN	DOT	NSC
<input type="checkbox"/>	1.8Bridge Logistics Corp.	Logistics - General	DBBL	890026	2557558	
<input type="checkbox"/>	11899583 Canada Inc.	Truck - TL/Day Van	ODHP	3126788	3454766	
<input type="checkbox"/>	1351515 ONTARIO INC dba HANS TRANSPORT	Truck - TL/Cri Van	HANQ		3317416	
<input type="checkbox"/>	1455492 Ontario Inc DBARS Carrier	Truck - Refrigerated	OFFR	481755	1137120	141964394
<input type="checkbox"/>	1541935 Ontario Inc./Road Link Express	Truck - TL/Day Van	ROAD	442682	1069323	143440746
<input type="checkbox"/>	1659514 ONTARIO LTD dba ANKAM LOGISTICS	Truck - TL/Day Van	ANKL		2651163	
<input type="checkbox"/>	1816270 Ontario Inc./dba DM Transport 001	Truck - Mixed	DMRH	910434	2094301	153743303
<input type="checkbox"/>	181Choice Logistics LLC	Logistics - General		833551	2423750	
<input type="checkbox"/>	1M Express Inc.	Truck - TL/Day Van	FSEP	151440	284580	
<input type="checkbox"/>	2039322 ONTARIO INC dba NORTHLINE FLATBED SERVICES	Truck - Flatbed	NFSS		2497852	

Showing 1 to 10 of 3,172 entries

Previous 1 2 3 4 5 318 Next

[Add Carrier\(s\) to my list](#) [Return to Your List](#) [Help](#)

## View and Manually Select Non-SmartWay Carrier Modes/Categories Screen

If you only use SmartWay carriers, select **Option 1**, the "I do not use any Non-SmartWay Carriers" box and select Confirm to proceed. (If you wish to enter Non-SmartWay carriers after selecting Option 1, uncheck the "I do not use Non-SmartWay Carriers box" and select Confirm.)

**Figure 19. Manually Select Non-SmartWay Carrier Modes/Categories Screen, Option 1**

**SmartWay Online Logistics Tool**  
**View and Manually Select Non-SmartWay Carrier Modes/Categories: Example BU: Line Haul**

**Option 1:** If you do not use Non-SmartWay carriers, check the box below and select the 'Confirm' button confirm

I do not use Non-SmartWay Carriers [Confirm](#)

**Option 2:** If you use Non-SmartWay carriers, select the Non-SmartWay carrier types from the list below and then select the 'Add Selected Carrier Type' button. Then enter the number of Non-SmartWay carriers for each type selected. For truck carriers select the specific carrier type if known (e.g. 'Non-SmartWay Truck - Flatbed') which will give you more precise emission estimates, or select 'Non-SmartWay Truck - General' if unknown.

\* Denotes a required field

**Available Non-SmartWay Carrier Types** **Selected Non-SmartWay Carrier Types**

Select a Non-SmartWay Carrier Type [Add Selected Carrier Type](#)

Delete Carrier Type	Carrier Type	Number of Carriers *

[Save Number of Carriers](#) [Delete Selected Carrier Types](#)

[Return to Select Carriers](#) [Help](#)

Otherwise select the non-SmartWay carrier categories you use from the dropdown box on the left under **Option 2**. Then enter the number of non-SmartWay carriers for each category and select the Save Number of Carriers box. Remember to include any carriers with a final status of "Not Found". If you do not know the Category for one or more non-SmartWay carriers, select the Non-SmartWay Truck – General option. Select the Return to Select Carriers box when finished.

**Figure 20. Manually Select Non-SmartWay Carrier Modes/Categories Screen, Option 2**

**SmartWay Online Logistics Tool**  
**View and Manually Select Non-SmartWay Carrier Modes/Categories: Example BU: Line Hau**

**Option 2:** If you use Non-SmartWay carriers, select the Non-SmartWay carrier types from the list below and then select the 'Add Selected Carrier Type' button. Then enter the number of Non-SmartWay carriers for each type selected. For truck carriers select the specific carrier type if known (e.g., Non-SmartWay Truck - Flatbed) which will give you more precise emission estimates, or select 'Non-SmartWay Truck - General' if unknown.

\* Denotes a required field

**Available Non-SmartWay Carrier Types**

**Selected Non-SmartWay Carrier Types**

Delete Carrier Type	Carrier Type	Number of Carriers *
<input type="checkbox"/>	non-SmartWay Truck Carrier - General	<input type="text" value="2"/>
<input type="checkbox"/>	non-SmartWay Truck Carrier - 1TU/Day Van	<input type="text" value="1"/>
<input type="checkbox"/>	non-SmartWay Truck Carrier - Package	<input type="text" value="1"/>
<input type="checkbox"/>	non-SmartWay Truck Carrier - Refrigerated	<input type="text" value="1"/>

Buttons: Save Number of Carriers, Delete Selected Carrier Types, Return to Select Carriers, Help

### Export Carriers Screen

You may export carrier information to an Excel file for additional processing. Using Excel, you can enter or change Activity Data or merge the exported carrier information with data from your in-house shipping applications. There are two options for exporting carriers.

1. You may select the "Export All SmartWay and non-SmartWay Carriers" button to create and save an Excel file with a complete list of all current SmartWay Carriers and non-SmartWay Carrier Modes/Categories. You may then manipulate the file offline, deleting carriers you do not use, and entering activity data for your carriers. Once complete you may import the updated file back into this online logistics tool.
2. You may export the list of carriers selected using the other online tool functions (Auto Populate, Import, and Manual Selection). Once you have created your list of carriers, you can use the "Export Selected Carriers" button to create and save an Excel containing these carriers.

**Figure 21. Export Carriers Screen**

**SmartWay Online Logistics Tool**  
**Export: Example BU: Line Hau**

Select one of the following options to export carrier information to an Excel file for additional processing. Using Excel, you can enter or change activity data or merge the exported carrier information with data from your in-house applications.

1. Select the "Export Your Selected Carriers" button to export an Excel file containing the list of carriers you selected using the other online tool functions (Auto Populate, Import, and Manual Selection). You may then manipulate the file offline and import the updated file back into this tool.
2. Select the "Export All SmartWay and Non-SmartWay Carriers" button to create and save an Excel file with a complete list of all current SmartWay Carriers and Non-SmartWay Carrier Modes/Categories. You may then manipulate the file offline, delete carriers you do not use and enter activity data for your carriers. Once complete you may import the updated file back into this tool.

Buttons: Export Your Selected Carriers, Export All SmartWay and Non-SmartWay Carriers, Return to Home Page, Return to Select Carriers, Help

## Activity Screen

After identifying and selecting your SmartWay and Non-SmartWay carriers, proceed to the Activity screen where each of your selections will be listed along with their "Status". You may filter the list by status type using the 'Filter Method' dropdown menu and 'Submit' button on the right side of the screen.

Carriers that have a Status of 'Entered' have all their activity data entered and do not require further action, although their data may be revised by selecting the 'EDIT' link at the far right. Carriers that have a Status of 'Incomplete' do not have all their activity data entered and must be completed using the 'EDIT' link to continue. Selecting 'EDIT' allows you to enter the available activity data for the selected carrier. For each "Incomplete" carrier record, choose an "Available Activity Data" option that reflects the information you have for that carrier. The preferred option is "Ton-Miles and Total Miles". Next, enter the data fields that are appropriate for the option you selected (ton-miles, total miles, and/or average payload in tons). The required fields will be activated (showing a data entry box). After entering the required information select the "Save" button at the far right to update table or select "Cancel" to delete the newly entered data.

**Figure 22. Activity Screen**

### SmartWay Online Logistics Tool

**Activity Data: Example BU: Line Haul**

The SmartWay Carriers and Non-SmartWay Carrier Types you selected are shown below. You may filter your list by using the 'Filter Method' dropdown list and 'Submit' button on the right side of the screen. The possible Statuses are:

- INCOMPLETE:** Carriers that do not have all of their activity data entered. Use the **EDIT** link on the right side of the row to finish entering the carrier's activity data. Carriers with a Status of 'Incomplete' must be updated in order to continue.
- ENTERED:** Carriers that have all of their activity data entered. No action is needed for these rows but you can use the **EDIT** link to modify the activity data if needed.

You may only edit one row at a time. After you have finished editing a carrier row, select the "Submit" button for that row to save your changes. If you start to edit a carrier row and change your mind, use the "Cancel" button to exit the edit mode and restore the carrier's previous activity data.

\* Denotes a required field



Filter Method

**Example BU: Line Haul: Carriers**

Show: 10 / entries

Carrier Name	Mode - SmartWay Category	Available Activity Data *	Ton-Miles *	Total Miles *	Average Payload *	Status	Actions
1579901 Ontario Inc. - ASL Global Logistics	Truck - Mixed	Only Ton Miles *	1,049,560	85,886	11.91	Entered	EDIT
AAA Cooper Transportation	Truck - LTL/Dry Van	See Activity Data Below *	1,111,111	555		Incomplete	EDIT
ACE Forwarding, Inc.	Truck - Mixed	See Activity Data Below *	100,000	20,000	5.00	Entered	EDIT
Award Express	Truck - Mixed	See Activity Data Below *	2,500,637	100,238	14.41	Entered	EDIT
Award Express	Truck - Mixed	See Activity Data Below *	2,358,017	232,495	10.14	Entered	EDIT
Blue Streak Courier Service Inc.	Truck - Mixed	See Activity Data Below *	2,497,397	83,535	28.81	Entered	EDIT
Boil Express, LLC	Truck - Mixed	See Activity Data Below *	1,209,871	84,542	14.31	Entered	EDIT
Combined Transport, Inc. Blackwell Consolidation, Combined Transport, Inc.	Truck - Flatbed	See Activity Data Below *	1,234,561	85,516	14.27	Entered	EDIT
ContainerPort Group, Inc. - Intermodal	Truck - Dry	Only Total Miles *	1,135,202	87,506	12.97	Entered	EDIT
Estes Forwarding Worldwide, LLC, EFW	Logistics - General	See Activity Data Below *	1,283,941	96,464	14.19	Entered	EDIT

Showing 1 to 10 of 28 entries

Previous    Next

[Return to Home Page](#)
[Return to Select Carriers](#)
[Validate](#)
[Help](#)

### > Available Activity Data

The tool provides four calculation options based on your data availability. The preferred option is providing Ton-miles and Total miles. If you do not know total miles, then you may provide ton-miles and average payload, which will be combined to develop a mileage estimate. Alternatively, if you do not know ton-miles you may provide Total miles and average payload, which are combined to estimate ton-miles. If you know only miles, then you may select the "Miles Only" option. In this case the tool will use the default payload value for the carrier's SmartWay Category to estimate ton-miles. Although dependent on industry type and product mix, the Total Miles and Average Payload Option is generally preferred to the Miles Only Option in terms of data quality. Only truck carriers in SmartWay Categories TL / Dry Van, Refrigerated, Flatbed, Tanker, Moving, Dray, Expedited, Mixed, Specialized, Heavy/Bulk, Auto Carrier, and General may select the Miles Only Option.

To produce the best carbon inventories, and provide for the best comparisons between carriers, companies should strive to collect both ton-mile and mile information, supported by strong database systems and quality assurance protocols. SmartWay may require companies to use this option in the future. Companies may also want to start collecting and maintaining volumetric based information, as well as the number of packages shipped via parcel delivery operations.

### > Ton-Miles

For the first and second Data Availability Options, enter the ton-miles hauled per year attributable to each carrier. A ton-mile is moving one ton one mile. DO NOT ESTIMATE TON-MILES BY SIMPLY MULTIPLYING TOTAL MILES BY TOTAL TONS – such a calculation effectively assumes your entire tonnage is transported on EACH AND EVERY truck and will clearly overstate your ton-miles.

Many companies track their ton-miles and can report them directly without further calculation. For example, logistics company systems are set up to specifically associate a payload with the mileage traveled on each trip by carrier and are then summed at the end of the year. If such information is not available, there are two ways to calculate ton-miles:

- 1) Companies can determine the average payload per carrier, multiply that by the total miles per carrier, and sum the results for all carriers for the reporting year; or

$$\text{(total miles per carrier x total tons per carrier)}$$

2) Set Ton-miles per carrier =  $\frac{\text{-----}}{\text{total \# of trips per carrier}}$

**NOTE: Empty miles are not included in the ton-mile calculation.**

To check your estimate, divide ton-miles by miles. The result is your fleet-average payload. If this number is not reasonable, please check your calculations.

### > Miles

For the first and third Data Availability options, enter the total miles hauled by each carrier. For the fourth Data Availability option just enter the total miles hauled. For rail carriers, enter railcar miles (not train miles). For barge carriers, enter barge-miles travelled (not tug-miles).

### > Average Payload

Enter the average payload for the carrier in tons representing the average cargo weight per loaded trip. This is required for the second and third Data Availability options. Estimates should include palette and packaging weight.

### > Carrier Status

Carriers have two status conditions. Carriers with a "Entered" status have a complete set of activity data, although their data may be revised by selecting EDIT. Carriers with an "Incomplete" status have missing information and must be entered by selecting the EDIT link to proceed.

### > Actions

Upon selecting EDIT, users can modify the Available Activity Data category, as well as the Ton-mile, Total mile, and/or average payload values for the carrier. Select the "Save" button to save updates or select the Cancel button to keep the current values.

Once all "Incomplete" entries have been addressed and all Statuses read "Entered", select the Validate button to check for data quality issues.

## Data Quality Check Screen

After resolving any data entry mistakes proceed to the Data Quality Validation screen. Select the gray bars to expand the sections on the screen, each of which summarizes potential inaccuracies with your data. Review each section carefully. If necessary, use the Back button to return to the Activity screen and revise your entries. Otherwise, you may check the "My data is correct" box at the bottom of each section to proceed.

Note: the example screen below shows all five possible validation categories. If a user's data doesn't meet one or more of these conditions, "Congratulations, no issues found" will appear for each. Otherwise, the specific validation flags are shown as appropriate.

**Figure 23. Data Quality Check Screen**

**SmartWay Online Logistics Tool**

**Data Quality: Example BU: Line Haul**

To help partners submit the best information possible, the Data Quality checks displayed below identify possible issues in your data. Review each Data Quality check by clicking on the gray bar. Review each section carefully. If necessary, return to the Activity Data screen and revise your data. Otherwise you can enter an explanation where needed and/or check the "My data is correct" box at the bottom of the section to proceed.

\* Denotes a required field

**Rounded Activity Data - this needs to be addressed** [Data Quality Check Criteria](#)

**Duplicate Carrier Activity Data - this needs to be addressed** [Data Quality Check Criteria](#)

**Low Non-SmartWay Miles - this needs to be addressed** [Data Quality Check Criteria](#)

**Unexpected % SmartWay Values - this needs to be addressed** [Data Quality Check Criteria](#)

**Out of Range and Overreported Alerts - this needs to be addressed** [Data Quality Check Criteria](#)

[Return to Home Page](#) [Return to Activity Data](#) [Save](#) [Save and Continue](#) [Help](#)

**Rounded Activity Data**

This table lists carriers with miles and/or ton-miles values ending in "000". If this data is correct, check the "My data is correct" box at the bottom of the section to proceed, otherwise reenter the data as necessary.

**Figure 24. Rounded Activity Data Screen**

**SmartWay Online Logistics Tool**

**Data Quality: Example BU: Line Haul**

To help partners submit the best information possible, the Data Quality checks displayed below identify possible issues in your data. Review each Data Quality check by clicking on the gray bar. Review each section carefully. If necessary, return to the Activity Data screen and revise your data. Otherwise you can enter an explanation where needed and/or check the "My data is correct" box at the bottom of the section to proceed.

\* Denotes a required field

**Rounded Activity Data - this needs to be addressed** [Data Quality Check Criteria](#)

SmartWay requires submission of precise, accurate activity information to ensure Program data is of the highest quality. Please check the data entries ending in "000" to make sure you are submitting the most precise, accurate data available. If this data is correct, check the "My data is correct" box at the bottom of the section to proceed.

Show  entries

Carrier Name	Mode - SmartWay Category	Available Activity Data	Ton Miles	Total Miles
non-SmartWay Truck Carrier - Refrigerated	Truck Refrigerated	Ton-Miles & Total Miles	10,000,000	2,000,000

Showing 1 to 1 of 1 entries

My data is correct. \*

[Previous](#) [Next](#)

**Duplicate Carrier Activity Data - this needs to be addressed** [Data Quality Check Criteria](#)

## Duplicate Carrier Activity Data Flag

If 5 or more of your carriers out of every 100 have precisely the same value entered for miles and/or ton-miles, (with a minimum of 3 duplicates total), they will be flagged in this table. If this data is correct, check the "My data is correct" box at the bottom of the section to proceed, otherwise reenter your data as needed.

**Figure 25. Duplicate Carrier Activity Data Flags**

**SmartWay Online Logistics Tool**  
**Data Quality: Example BU: Line Haul**

To help partners submit the best information possible, the Data Quality checks displayed below identify possible issues in your data. Review each Data Quality check by clicking on the gray bar. Review each section carefully. If necessary, return to the Activity Data screen and revise your data. Otherwise you can enter an explanation where needed and/or check the "My data is correct" box at the bottom of the section to proceed.

Denotes a required field

**Rounded Activity Data - this needs to be addressed** [Data Quality Check Criteria](#)

**Duplicate Carrier Activity Data - this needs to be addressed** [Data Quality Check Criteria](#)

You have 3 carriers with the same value entered for Total Miles and/or Ton-Miles. If this data is correct, check the "My data is correct" box at the bottom of the section to proceed.

Show 1 to 3 of 3 entries

Carrier Name	Mode - SmartWay Category	Available Activity Data	Ton Miles	Total Miles
Averitt Express	Truck - Mixed	Ton Miles & Total Miles	2,308,937	150,239
Averitt Express	Truck - Mixed	Ton Miles & Avg Payload	2,308,937	227,676
Blue Streak Courier Service Inc.	Truck - Mixed	Ton Miles & Total Miles	2,308,831	33,565

Showing 1 to 3 of 3 entries

My data is correct.

**Low Non-SmartWay Miles - this needs to be addressed** [Data Quality Check Criteria](#)

## Low Non-SmartWay Miles Flag

This table presents any non-SmartWay Carrier Types with unusually low mileage. Miles per non-SmartWay carrier of less than 1 are not allowed and must be changed. Miles per non-SmartWay carrier between 1 and 100 require an explanation. Your explanation must be a minimum of 10 characters; the tool will ask you to enter more information if the entry does not meet this condition. Miles per non-SmartWay carrier between 100 and 500 will be flagged but explanations are optional.

**Figure 26. Low Non-SmartWay Miles Flag**

**Low Non-SmartWay Miles - this needs to be addressed** [Data Quality Check Criteria](#)

The following Non-SmartWay Carrier Types have unexpectedly low mileage. If your mileage is correct, please check the "My Data is correct" box at the bottom of the section. You may enter an optional explanation for the low mileage if you wish.

Carrier Type	Number of Carriers	Total Miles	Total Miles / Carrier	Optional Explanation
Non-SmartWay Truck - Dray	2	888	444	Specialty cross-town deliveries.

My data is correct.

## Unexpected % SmartWay Value Flag

This table presents any % SmartWay Values that are outside of expected ranges. Please review your data and correct as necessary. Explanations are required when:

- the percent total miles or total ton-miles attributed to SmartWay partners is less than 50 percent of the number of carriers that are SmartWay partners; or
- the miles or ton-miles per non-SmartWay carrier is more than twice that of SmartWay carriers.

Required explanations must be a minimum of 10 characters; the tool will ask you to enter more information if the entry does not meet this condition. Explanations are optional when:

- the percent total miles or total ton-miles attributed to SmartWay partners is less than the percent of carriers that are SmartWay partners; or
- the miles or ton-miles per non-SmartWay carrier is more than that of SmartWay carriers.

**Figure 27. Unexpected % SmartWay Value Flag**

**Unexpected % SmartWay Values - this needs to be addressed** [Data Quality Check Criteria](#)

The following SmartWay Values are outside of expected ranges. Please review your data and correct it if necessary. If your data is correct, please enter an explanation if required.

Value	Number of Carriers	Total Miles	Ton-Miles
SmartWay Carriers			
Non-SmartWay Carriers			
SmartWay % of Total			

**Error:** The percent of Total Miles and/or Ton-Miles attributable to SmartWay partners is less than 50 percent of the number of carriers that are SmartWay partners. SmartWay includes most of the large carrier companies currently in operation. Please check the number of carriers, mile and ton-mile. Otherwise provide an explanation below.

**Required Explanation:** \*

**Warning:** The Total Miles and/or Ton-Miles per Non-SmartWay carrier is greater than that of SmartWay carriers. SmartWay includes most of the large carrier companies currently in operation. Please check the number of carriers, mile and ton-mile. If you would like, you may enter an explanation below.

**Optional Explanation:**

My data is correct. \*

## Out of Range and Overreported Alerts

This section flags two possible issues for attention. First the tool checks your payload data to ensure it falls within expected ranges. If payload estimates do not fall within the expected range, Red and/or Yellow alerts will be displayed for those carriers. A red alert indicates data is significantly higher/lower than the industry average, while a yellow alert indicates the value is somewhat higher/lower than the industry average. Absolute errors, indicating a value that is not possible are also flagged and must be revised using the 'EDIT' link in the Corrections column then selecting the Save button in the same column before proceeding. (If you do not wish to modify your entries select Cancel instead of Save.) Red alerts must also be addressed by correcting them using the 'EDIT' link, or by entering an explanation at the bottom of the table regarding why the data is correct. You may also enter explanations for any yellow messages, although this is optional. Required explanations must be a minimum of 10 characters; the tool will ask you to enter more information if the entry does not meet this condition. Further details regarding payload validation are provided in Appendix B.

This table also presents any carrier activity levels that are notably higher than the annual totals reported by the carriers themselves. "Overreported" alerts are issued if the partner's reported carrier activity exceeds the total reported by the carrier by more than 10%. Either revise the mile and/or ton-mile values entered for carriers with Overreported alerts using the EDIT and SAVE buttons or simply check the My Data is Correct Box at the bottom to proceed.

**Figure 28. Out of Range and Overreported Carrier Activity Alerts**

**Out of Range and Overreported Alerts - this has been addressed** Data Quality Check Criteria

**Payload Out of Range Alert:** 'Yellow' and 'Red' entries in the Payload Out of Range Alert column indicate the average payload for a carrier is outside the expected range for typical carriers of the same Mode/SmartWay Category. 'Red' indicates payloads are far outside the expected range, while 'Yellow' indicates payloads are somewhat outside the expected range. Select the EDIT link to adjust your payload values if needed, otherwise you can enter explanations in the "Out of Range Explanation(s)" box below. Red entries require an explanation, while explanations for yellow entries are optional.

**Overreported Alert:** 'Red' entries in the Overreported Alert column indicate the Total Miles or Ton-Miles you reported for those carriers is greater than expected based on the activity reported by the carriers in their latest submission. This could be an error on your part. OR the carriers may not have reported all of their activity. Please make sure you selected the correct carrier fleet (some carriers report multiple fleets), and the activity level attributed to each carrier is accurate.

Show  entries

Carrier Name	Carrier Subdivision	Mode - SmartWay Category	Available Activity Data	Ton-Miles	Total Miles	Average Payload	Payload Out of Range Alert	Overreported Alert	Corrections
Carrier 57904		Logistics - General	Ton Miles & Avg Payload	7,878,543	143,246	55	Red		EDIT

Showing 1 to 1 of 1 entries Previous  Next

**• Payload Out of Range Alert(s):**

Out of Range Explanation(s)

After reviewing and addressing any potential data quality issues, proceed to the % SmartWay screen.

## % SmartWay Values Screen

This screen displays the % SmartWay Values by mode for the business unit. All percentages are calculated on a ton-mile basis. Separate tables are provided for overall business unit operations, as well as breakouts for each carrier selected by mode. Select the gray bars to expand and hide each table.

**Figure 29. % SmartWay Values Screen**

**SmartWay Online Logistics Tool**

**% SmartWay Values**

Review this screen to see your carriers' contributions to your overall % SmartWay Value, by mode. Percentages are calculated on a ton-mile basis. Your SmartWay carriers and non-SmartWay carrier types are separated by mode. Select the gray bars below to expand and hide the information for each mode.

The last gray bar, % SmartWay, has the total number of carriers and Ton-Miles, as well as your calculated % SmartWay Values, by mode and for your business unit overall.

**SmartWay Carriers: Logistics**

Show | 10 | entries

SmartWay Carriers	Ton-Miles	% SmartWay	Adjusted % SmartWay
Edlin Forwarding (Worldwide, LLC, EPV)	1,292,941	2.8509	1.9398
Edwin Transportation Services, Inc.	1,335,321	2.7846	0.2854
GPTECH Enterprise Solutions (OES) Logistics Division	1,379,356	2.8614	2.7958
Reed Transport Services, Inc.	1,432,081	2.9903	0.9209
Transplace Texas LP - SPL	1,516,466	3.1707	1.9748

Showing 1 to 5 of 5 entries

**SmartWay Carriers: Truck**

**% SmartWay**

Mode/Total	% SmartWay	Adjusted % SmartWay	Number of SmartWay Carriers	Number of Non-SmartWay Carriers	SmartWay Ton-Miles	Non-SmartWay Ton-Miles
Logistics	100.0000	42.1890	5	0	8,658,196	0
Truck	72.8639	72.8639	19	9	29,766,043	11,187,289
<b>Total</b>	<b>78.6400</b>	<b>63.2830</b>	<b>24</b>	<b>9</b>	<b>38,704,239</b>	<b>11,187,289</b>

Return to Home Page | Return to Activity Data | Continue | Help

## Adjusted % SmartWay Value

The SmartWay Carrier breakout for the Logistics category includes an additional column for "Adjusted %SmartWay" values. The adjusted value reflects the % SmartWay score for each logistics business unit hired accounting for the portion of activity that business unit allocates to other SmartWay carriers.<sup>5</sup> If logistics business units are used, Adjusted % SmartWay values are also displayed in the "%SmartWay" summary table at the bottom of the screen.

<sup>5</sup> At this time SmartWay logistics partners are assigned full credit when calculating their % SmartWay Value, regardless of the amount of business logistics partners do with SmartWay carriers. SmartWay may adopt the Adjusted % SmartWay Value for scoring purposes in the future, but as of now the adjusted values are for information purposes only.

## STEP 5: REVIEW YOUR INFORMATION

Before submitting your data to SmartWay you must review multiple reports to ensure the accuracy and completeness of your entries. Select each report by clicking on the name. A Business Unit dropdown menu will appear at the top of these reports for submissions that have more than one business unit.

**NOTE:** To *PRINT* a report, right click with your mouse and select *PRINT*, then choose where to save the file: save as a pdf file or select your local printer. To *COPY* a table in a Report to a spreadsheet, use your mouse, highlight the report table, right click your mouse, select *COPY*, open Excel and Paste into a worksheet.

1. **Business Unit Report** - This report summarizes how you characterized your business unit(s), overall emissions performance, and % SmartWay results.
2. **Carrier Activity Report** - This report presents the data availability selection and activity levels specified for each carrier as well as their associated % SmartWay Values.
3. **Out of Range and Overreported Alerts Report** - This report summarizes 1) carrier payload values that fall outside of expected ranges and associated explanations, and 2) carrier-specific mile or ton-mile values that exceed the totals reported for that carrier.
4. **Emissions by Carrier Report** - This report shows the performance metrics (g/mile and g/ton-mile) by pollutant for each carrier, as well as category ranking and total emissions (in tons), sorted by SmartWay Category and mode.
5. **Emissions by Mode Report** - This report shows the performance metrics (g/mile and g/ton-mile) as well as total emissions (in tons) by pollutant, aggregated by carrier mode.
6. **Business Unit Ton-Miles by Mode Report** - This report shows the percentage of ton-miles by mode for each logistics business unit used.
7. **Public Disclosure Report** - This report summarizes your emission results in a format common to other carbon reporting systems, such as the Greenhouse Gas Reporting System.

Review each report closely then select **Return to the Home Page** to proceed.

## STEP 6: COMPARE THIS YEAR'S WITH LAST YEAR'S SUBMISSION

This screen provides a side-by-side comparison of the data entered for the current reporting year with that for the prior reporting year (if you had an approved submission). Changes in identification fields such as contact names, phone numbers, etc. are flagged with an "X". Percentage changes in activity levels and % SmartWay Values are also shown. Annual differences in activity characteristics (e.g., total miles) greater than 20% are flagged by a "Big Change!" alert, an explanation must be provided in the text box at the bottom of the screen.

After reviewing you may return to prior screens to revise your fleet inputs if needed. After reviewing the Comparison Report, return to the **Home** screen.

## STEP 7: SUBMIT YOUR INFORMATION TO SMARTWAY

Review the declaration text and check the box indicating you understand and agree to the stated terms. After submitting your SmartWay data, a confirmation screen will appear with information regarding next steps, and an email confirming your submittal will be sent to you. If you do not receive an email, please check your SPAM or Junk Mail folder to make sure the email was not placed there by your email application. Your Partner Account Manager will review your data and either approve it or contact you if they have questions.

# Appendix A: Import File Preparation

The format of the Excel import file for the Online Logistics Tool is different than that for the Excel Logistics tool. If you would like to construct your import file starting with the file you used for a previous year's Excel tool, you can move columns and delete unused columns to match the new format. If the format of your import file is incorrect you will receive an error message when uploading the file, noting issues needing correction. The Excel file to import should only have one worksheet as the tool will attempt to import and validate all sheets, including blank ones, which may result in an error message if your file includes worksheets with no data.

The following table lists the columns that can be included in your Excel import file, with required columns noted. Column headers are not case sensitive. Column header (in the correct order) include:

- CARRIER\_ID
- CARRIER\_NAME
- CARRIER\_MODE
- SCAC
- MCN
- DOT
- NSC
- AVAILABLE\_ACTIVITY\_DATA
- PAYLOAD\_DISTANCE
- DISTANCE
- AVERAGE\_PAYLOAD
- NON\_SW\_CARRIER\_COUNT
- PARTNER\_CARRIER\_ID

**Table A-1. Excel Import File Format**

Column	Field Name	Field Type / Max Length	Validation
A	SmartWay Internal Carrier ID	Numeric	If the Import file was generated by the Online Logistics Tool by exporting carriers you previously imported, selected manually, or selected using the Auto Populate Carriers function, then this will be an integer. Otherwise, this field should be blank so your carrier data is not associated with the wrong SmartWay carrier.
B	Carrier Name	Alpha-numeric / 100 Characters	This is a required field.

Column	Field Name	Field Type / Max Length	Validation
C	Mode	Alphabetic only / a valid value from the list	<p>This is an optional field. When present, it must be one of the valid Modes shown below. Values are not case sensitive.</p> <ul style="list-style-type: none"> <li>• Truck</li> <li>• Rail</li> <li>• Barge</li> <li>• Air</li> <li>• Logistics</li> </ul>
D	SCAC	Alphabetic only / 2-4 characters for each code, 100 total	This field is optional. Lower case alphabetic characters will be saved as upper case. If you have multiple codes, please enter them as a comma-delimited list.
E	MCN	Numeric only / 5-7 numbers for each number, 100 total	This field is optional. Only numeric values are allowed. If you have multiple numbers, please enter them as a comma-delimited list.
F	DOT	Numeric only / 1-7 numbers for each number, 100 total	This field is optional. Only numeric values are allowed. If you have multiple numbers, please enter them as a comma-delimited list.
G	NSC	Alpha-numeric / 100 total characters max	This field is optional. If you have multiple codes, please enter them as a comma-delimited list.
H	Availability Activity Data (This field was called 'Data Available' in the Excel-based tool)	Alphabetic only / 1 character	<p>This field is optional. This is a single alphabetic character. It is not case sensitive. The four valid values are:</p> <p>a – you provide Ton-Miles and Total Miles for the carrier</p> <p>b – you provide Ton-Miles and Average Payload for the carrier</p> <p>c – you provide Total Miles and Average Payload for the carrier</p> <p>d – you provide only Total Miles for the carrier and the carrier's average payload will be based on an average payload value calculated from other Truck</p>

Column	Field Name	Field Type / Max Length	Validation
			Carriers in the same SmartWay Category. Only Truck Carriers that are not in the SmartWay Categories LTL/Dry Van or Package Delivery can use this option.
I	Ton-Miles	Numeric only / 999 billion	This field is optional. When the carrier's Availability Activity Data (AAD) is an 'a' or 'b' this can be an integer greater than 0. It can be formatted in Excel to display a thousand's separator, but it must be a "true" numeric field. When AAD is a "c" or "d" this must be blank.
J	Total Miles	Numeric only / 999 billion	This field is optional. When the carrier's AAD is an 'a', 'c', or 'd' this can be an integer greater than 0. It can be formatted in Excel to display a thousand's separator, but it must be a "true" numeric field. When AAD is a 'b' this must be blank.
K	Average Payload	Numeric only / 999	This field is optional. When the carrier's AAD is a 'b' or 'c' this can be a number greater than 0. When AAD is an 'a' or 'd' this must be blank.
L	Number of Non-SmartWay Carriers	Numeric only / 99,999	This field is optional. It is only valid for non-SmartWay carriers.  Only integers greater than zero are valid. It can be formatted in Excel to display a thousand's separator, but it must be a "true" numeric field. This must be blank for SmartWay carriers.
M	Partner's internal system ID for the carrier	Alpha-numeric / 25	This field is optional. It is meant to hold an Internal Carrier ID code from your company's database system that remains the same year after year. This can then be used to identify your SmartWay carriers in future years.

## Appendix B: Carrier Payload Validation

Validation cut points are set in the online logistics tool to identify payloads that are somewhat outside typical industry values (yellow flag warnings) and those that are far outside industry averages (red flag warnings). The payload check only applies to Data Availability selections where payloads are either entered by the user or calculated based on other inputs. Checks are applied at the carrier (row) level.

Payload checks are specific to the truck carrier fleet's SmartWay Category/mode, which is available for each carrier category from the Carrier Data Table. Red payload ranges require explanations. For yellow ranges explanations are optional.

Validation ranges are based on payload values reported by SmartWay Logistics partners for the 2019 calendar year. Minimum values are set to zero, requiring all payload entries to be greater than zero. Red and yellow ranges were determined based on visual identification of apparent inflection points in the payload distribution curves, corresponding to "natural" groupings where possible. Maximum, not-to-exceed values are based on those used in the SmartWay Truck Tool.

**Table B-1. Logistics Business Unit Payload Validation Ranges**

SmartWay Truck Category	Low Red	Low Yellow	High Yellow	High Red
LTL Dry Van	0.0 - 1.0	1.0 - 2.5	15.0 - 20.0	20.0 - 83.7
Package	0.0 - 0.1	0.1 - 2.5	15.0 - 20.0	20.0 - 83.7
TL Dry Van	0.0 - 5.0	5.0 - 10.0	20.0 - 22.5	22.5 - 150.0
Refrigerated	0.0 - 5.0	5.0 - 15.0	21.0 - 22.5	22.5 - 82.5
Flatbed	0.0 - 5.0	5.0 - 10.0	24.0 - 26.0	26.0 - 99.9
Tanker	0.0 - 5.0	5.0 - 15.0	23.5 - 25.0	25.0 - 103.8
Moving	0.0 - 2.5	2.5 - 4.0	17.5 - 19.5	19.5 - 150.0
Specialized/Utility	0.0 - 2.0	2.0 - 10.0	22.5 - 25.0	25.0 - 111.0
Dray	0.0 - 5.0	5.0 - 10.0	22.0 - 30.0	30.0 - 73.5
Auto Carrier	0.0 - 5.0	5.0 - 7.5	20.0 - 22.5	22.5 - 73.5
Heavy-Bulk	0.0 - 5.0	5.0 - 10.0	22.5 - 25.0	25.0 - 120.0
Mixed	0.0 - 5.0	5.0 - 11.5	22.0 - 32.0	32.0 - 99.3
Expedited	0.0 - 1.0	1.0 - 2.5	20.0 - 22.5	22.5 - 83.7
General (all categories)	0.0 - 5.0	5.0 - 10.0	23.0 - 25.0	25.0 - 150.0
Logistics	0.0 - 12.0	12.0 - 16.7	21.0 - 27.2	27.2 - 150.0
Rail	0.0 - 9.4	N/A	N/A	125.0 - 200.0

SmartWay Truck Category	Low Red	Low Yellow	High Yellow	High Red
Air	N/A	N/A	55.0 – 110.0	> 110.0

Validation cutoffs for rail payloads are based on the distribution of average values estimated for all Class 1 carriers (see **Logistics Tool Technical Documentation**), and only include red flags. The absolute upper bound for rail carriers has been set at 200 tons.

Air carriers have their maximum average payload set to 110 tons, corresponding to the maximum payload capacity for the largest aircraft make/model specified by SmartWay partners in 2017. Payloads above this amount trigger a "red" out of range error that must be explained by the partner to proceed, although no value has been set for a maximum allowable payload at this time. Payloads between 55 and 110 tons receive a "yellow" warning which may be explained if the partner chooses.

Barge carrier payloads are flagged for verification if their density is greater than 0.6 tons per cubic foot or less than 0.003 tons per cubic foot, consistent with the payload validation used in the SmartWay Barge Tool.



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